

Bylaw Enforcement and Animal Control Officer

Reports to: Manager of Corporate and Legislative Services
Full-time, Permanent position

Summary:

The Bylaw Enforcement and Animal Control Officer is responsible for monitoring compliance to Village bylaws and regulations. This position involves regular patrolling of the Village and extensive contact with the community, with a focus on public education.

This position assumes enforcement duties to ensure compliance with parking, animal control and other Village regulations as required. As a front-line representative of the Village, a key component of this role is to inform the public and maintain positive relationships within the community. Administrative duties, such as reports and letter writing may also be required.

Responsibilities:

- Engage residents and visitors in conversation to create awareness of Village bylaws
- Explain bylaws, policies and regulations with the goal of obtaining voluntary compliance
- Respond to public inquiries and complaints
- Patrols by vehicle, and on foot to detect bylaw infractions
- Follow up on public complaints relating to offences
- Issue tickets for violations
- Seize and transportation of animals
- Serve notices on behalf of the Village
- Assist other departments in enforcement, permit and licensing matters
- Participate in the investigation of bylaw offences
- Appear in court and give testimony related to the prosecution of bylaw offenders
- Preparation of correspondence
- Preparation of reports
- Assist with the administration of the Bylaw Notice Enforcement Adjudication system
- Other duties as assigned.

Skills and Experience:

- Completion of JIBC Bylaw Enforcement Level I and Level II desired
- Certificate in Animal Control Basic Training an asset
- Valid Class 5 BC driver's license (able to drive standard transmission vehicle)
- Satisfactory Criminal Record Check
- Ability to exercise sound judgment and embrace accountability for decisions
- Ability to transcribe notes, prepare correspondence/reports, and research a variety of topics
- Ability to interpret rules, regulations and policies and to make decisions based upon them
- Effective communication and conflict resolution skills

- Ability to self-motivate and to function with minimum direction and supervision
- Ability to establish and maintain effective working relationships with supervisors, Municipal officials, other employees and the general public
- Thorough knowledge of the Community Charter, Local Government Act, Municipal Ticketing Information System, Bylaw Notice Enforcement Adjudication System, Federal, Provincial and Municipal laws and courtroom procedures
- Experience with bylaw and licensing computer systems as well as Microsoft Word/Excel
- Ability to perform physically demanding duties such as capturing dogs and lifting dogs in and out of kennels and vehicles
- Ability to manage difficult or confrontational individuals

Emergency Operations Responsibilities:

All persons employed by the Village of Pemberton will be required to assist the Village in providing emergency services. Duties assigned during an emergency may differ from regular duties.