



# CITY OF PRINCE RUPERT

## EMPLOYMENT POSTING

**Posting Title:** Bylaw Control Officer I

**Department:** Administration

**Posted:** February 9, 2021

**Closing:** February 26, 2021

**Union:** CUPE Local 105

**Hourly Wage:** \$33.07

The City of Prince Rupert is looking for a highly motivated community-centric team player to join our Bylaw team. Reporting to the Corporate Administrator, this position requires someone who enjoys considerable contact from the public and who is able to represent the City in a professional manner. Sound judgment, tactfulness and diplomacy should be second nature when dealing with customer complaints, difficult situations, and hostile individuals. This individual needs to be able to handle animal control functions (seizing, transporting and impounding) for the City, which includes dealing with aggressive and dangerous dogs. This job requires someone who is organized, takes detailed notes and comfortable speaking in a court setting. In short, the City is looking for someone that will take pride in serving our beautiful coastal community, Prince Rupert.

### DUTIES & RESPONSIBILITIES:

- Enforcement of City Bylaws including Noise, Traffic and Parking, Building, Zoning, Dog Control, Nuisance;
- Prohibition, as directed by Management;
- Identification and disposal of derelict vehicles on public and private property;
- Impoundment of dogs;
- Respond to calls of dead or injured domestic animals, and removal and disposal of carcasses;
- Data entry into Municipal software;
- Assist other City Departments in dealing with Bylaw offences and contraventions;
- Required to wear City issued uniform and keep uniform in a neat and tidy appearance;
- Responsible for evidence collection and documentation in a manner suitable for court processes;
- Preparation, Registration and Serving of legal documents;
- Complete monthly and quarterly statistical reports as required;
- Meticulous step-by-step processing of traffic and general tickets issued under the Municipal Ticketing Information System (MTI), from issuance through to and including collection;
- Maintain notebook integrity (required for court);
- Keep accurate daily activity logs;
- Responsible for maintaining a time schedule to ensure traffic patrol route enforcement;
- Liaise and work closely with all City Departments, the RCMP, the Veterinarian, and the SPCA;
- Respond to inquiries and complaints from the public regarding regulatory matters in a timely and courteous manner and provide assistance to the public regarding compliance with all City Bylaws; and
- Other duties as assigned.

### REQUIRED KNOWLEDGE & EDUCATION:

- Grade 12 or GED;

- Post-secondary diploma or undergraduate degree preferred and/or successful completion of the Justice Institute of BC – Bylaw Enforcement and Investigative Skills – Level 1 or equivalent;
- Previous Bylaw Enforcement experience or an equivalent combination of education and related experience;
- Demonstrated experience in handling animals, particularly dogs;
- Minimum of 2 years' experience in local government enforcement of bylaws and regulations;
- Sound knowledge of Municipal Bylaws and court procedures;
- Valid Class 5 BC Driver's Licence (must provide a Driver's Abstract);
- Strong interpersonal, communication and conflict resolution skills;
- Must be able to obtain and hold a RCMP Criminal Record & Vulnerable Sector Check. Results of which will be reviewed by the City for employment; and
- Proficient computer experience and processing is essential (Microsoft Word, Excel and Outlook).

#### **REQUIRED SKILLS & ABILITIES:**

- Proven ability to maintain a high level of confidentiality;
- Knowledge of methods, procedures and equipment used to seize and control dogs;
- Ability to work effectively alone with minimum supervision, and to work well as part of a small team;
- Proven ability to meet deadlines, coordinate and manage multiple duties and tasks;
- Superior organizational skills, prioritization, problem-solving and time management with exceptional attention to detail;
- Ability to deal diplomatically with the public, using a courteous, tactful and assertive manner;
- Vadim ICity Municipal Software knowledge is an asset;
- Demonstrated ability to communicate effectively – both orally and in writing;
- Accurate typing speed of 50 wpm, numerical proficiency and data processing; and

#### **HOURS OF WORK:**

7½ hours per day between 7:00 a.m. and 7:00 p.m. Monday to Saturday with (1) one hour unpaid meal break. During daylight savings time, hours of work may be scheduled between 6:00 a.m. and 9:00 p.m., including Saturdays. The Bylaw Officer shall be permitted flexible working hours, as may be mutually agreed upon by the employee and Department Head.

**Please scan and email your cover letter and resume to:**

Human Resources  
**Email:** [hr@princerupert.ca](mailto:hr@princerupert.ca)

City of Prince Rupert  
 424 - 3rd Avenue West,  
 Prince Rupert, BC, V8J 1L7  
**Fax:** 250-627-0999

**Application Deadline:** February 26, 2021

*We thank all applicants for their interest in this position, however, only those applicants selected for an interview will be contacted.*