



Making a difference...together

Employment Opportunity

Assistant Bylaw Officer

Planning & Protective Services – Bylaw & Animal Control (Salt Spring Island)

Competition	20/104
Status	Auxiliary
Hours of Work	Varies
Rate of Pay	\$31.44 – 33.35 per hour
Review of applications	Open until filled

Summary

Under the direction of the Senior Bylaw Enforcement Officer, the Assistant Bylaw Enforcement Officer is responsible for maintaining case files, conducting inspections, investigating complaints and undertaking patrols with a view to achieving compliance with applicable bylaws including those related to Animal Control.

This position requires an acceptable criminal record check. The applicant/incumbent will be required to undergo a criminal record check in order to work in this position and to report to their supervisor if any criminal charges are laid against them that may be related to their employment in this position.

The work is located on Salt Spring Island, however this competition is open to all applicants.

Duties & Responsibilities

- Conducts field investigations, inspections and patrols to document evidence and enforces bylaws.
- Interprets and processes complaints or referrals concerning the contravention of bylaws and regulations by applying Division enforcement policies.
- Initiates enforcement action where required, carries out follow-up inspections, compiles written reports, issues tickets and gathers information to be used as evidence in court actions.
- Promotes responsible pet ownership.
- Attempts to obtain cooperation and compliance with bylaws and maintains positive public relations.
- Answers, records and acts on complaints received and issues warning notices and municipal ticket information to violators
- Patrols the community and banned areas on a routine basis and picks up stray animals off the street or from members of the public.
- Sets animal traps.
- Picks up and transports injured and deceased animals
- Prepares cases for legal action, prosecutes bylaw offenses and serves summonses
- Inspects dog kennels.
- Investigates livestock compensation claims and prepares reports.
- Distributes dog licenses to vendors and collects revenue.
- Carries out routine follow-up on unlicensed dogs.
- Liaises with Animal Shelter and completes impound forms.
- Suggests solutions to animal behavioral problems.

- Keeps Animal Care vans clean and stocked with all necessary equipment and paper work.
- Liaises with other agencies such as local police forces, Islands Trust, Ministries, SPCA, and Conservation Officers.
- Maintains records related to inspection and enforcement activities.
- Answers front counter and phone inquiries from members of the public.
- Follows all policies, procedures and standards of the CRD
- Performs other related duties as required.

Qualifications

- Diploma in Sociology, Psychology, Criminal Justice or related field, and one year relevant field experience.
- Completed the B.C. Justice Institute's Bylaw Enforcement Officer Program (Level 1 and 2).
- Excellent communication (verbal and written), interpersonal and customer service skills are required.
- Ability to investigate complaints or reports of bylaw infractions and to obtain compliance through the use of tact, persuasive diplomacy and sound judgement.
- Experience with handling aggressive or distressed animals
- Knowledge and experience dealing with animal behavioural problems
- Experience training dogs and other animals
- Ability to keep accurate records
- Knowledge of animal control bylaws and other legislation
- Proficiency and experience with word processing (MS Word)
- Ability to be self-directed and organised
- Ability to respond to telephone calls and take appropriate action
- Ability to handle cash and experience with cash handling process
- Ability to handle potentially confrontational and violent encounters with the public
- Ability to exercise good judgement and professionalism
- Ability to apply bylaws and other legislation as appropriate
- Ability to deal effectively with conflict.
- Ability to prepare clear and concise written reports for supervisor and/or committees of the Regional Board as required.
- Demonstrated ability to maintain and administer an effective work program in regulatory issues.
- Ability to handle vicious dogs and other animals.
- Knowledge of and ability to use various computer word processing and spreadsheet software and email.
- Ability to learn Geographic Information Systems programs and other custom written programs.
- Ability to work in all types of weather conditions, with sufficient strength and fitness to perform all aspects of the job.
- Ability to work a variety of shifts, including weekdays, weekends, holidays, days and evenings, and on an as-and-when-required basis.
- Must possess a valid BC Driver's Licence (Class 5).

Applications

To apply for this exciting opportunity, please submit your resume and covering letter online at www.crd.bc.ca under "[Careers](#)".

The CRD thanks you for your interest and advises only those candidates under active consideration will be contacted.