



MOUNTAINS OF OPPORTUNITY

CRANBROOK

JOB POSTING

Bylaw Services Officer

POSITION

POSTING #

23-56

POSTING TYPE

External

POSITION TYPE

Part-time,
Term, 3 months

HOURS OF WORK

30-hour work week, as per schedule

DEPARTMENT Engineering and Development Services

HOURLY RATE \$33.42 per hour, Pay Grade 7 – Schedule “B” Outside Employees

POSITION SUMMARY

The Bylaw Services Officer works under the direction of the Bylaw Services Manager. The Bylaw Services Officer patrols the City and responds to complaints relative to bylaw and licensing regulations, apprehends and delivers animals to the SPCA, issues warnings and tickets for violations, and collects transit money pursuant to respective bylaws, and performs duties of the Parking Meter Attendant as required.

ESSENTIAL QUALIFICATIONS**EDUCATION**

- Grade 12 Diploma or GED
- Successful completion of Investigative Skills Course Level 1 through the Justice Institute of BC, or equivalent

EXPERIENCE

- Two (2) years enforcement experience

LICENSES / CERTIFICATES

- Valid Class five (5) BC Driver’s License
- Occupational First Aid - Level 1

SPECIFIC SKILLS

- Excellent interpersonal skills
- Excellent verbal and written skills
- Demonstrated high degree of initiative and sound judgement
- Basic computer skills
- Use of devices designed to assist in the apprehension of live animals
- Safe and humane handling of animals and ability to apprehend animals which may be aggressive

SPECIAL REQUIREMENTS

- Knowledge of enforcement
- Ability to maintain records and investigation reports
- Ability to work with minimal supervision
- Initiative, sound judgement, positive and responsive when dealing with the public, user groups and staff
- Ability to maintain confidentiality
- Bondable

CLOSING DATE **10/3/2023, 4:00pm (MT)**

Interested applicants are requested to submit a covering letter and resume to:

Human Resources

City of Cranbrook

40 – 10th Avenue South, Cranbrook, BC V1C 2M8

E-mail: human.resources@cranbrook.ca (Submissions in Word or .pdf format only)

We express our appreciation to all applicants for their interest in this position, however only candidates selected for an interview will be contacted.

This position is covered under the Collective Agreement between the City of Cranbrook and C.U.P.E. Local 2090 – Cranbrook Inside/Outside Workers.

The City of Cranbrook

The City of Cranbrook is in the southeast corner of British Columbia amongst the majestic Rockies and Purcell mountains, near Alberta and the Canada/USA border. With a population of approximately 20,000, Cranbrook is the largest community in the East Kootenay. Known as the “Basecamp of the Kootenays”, Cranbrook provides an inviting lifestyle in a beautiful setting that has made our City a welcoming and growing place in which to live, work and play.

Diversity, Equity, and Inclusion

This Policy provides the foundation for Diversity, Equity, and Inclusion (“DEI”) at the City of Cranbrook to ensure a safe, respectful, and inclusive community and workplace. The City of Cranbrook will work towards becoming a community that supports and fosters a diversity of perspectives and provides equal opportunities for its residents. The aim is for the City to provide programs and services that meet the diverse needs of the community. The City of Cranbrook is equally committed to an inclusive workplace that welcomes, respects, and values a diverse workforce that reflects the qualities and differences of the broader population it serves.

Policy No. 50-15