



## PEACE RIVER REGIONAL DISTRICT

### Employment Opportunity

#### BYLAW ENFORCEMENT OFFICER

The Peace River Regional District (PRRD) has an immediate opportunity for a full time Bylaw Enforcement Officer working from our office in Dawson Creek. Reporting to the General Manager (GM) of Development Services, the successful applicant in this unionized position will have a thorough knowledge of local government bylaws and enforcement practices.

Duties for bylaw enforcement will include: receiving and investigating complaints regarding alleged infractions of PRRD regulatory bylaws; conducting field inspections; applying progressive enforcement actions and monitoring progress to obtain compliance; advise the GM of Development Services on recommendations regarding on-going, complex and urgent cases; preparing a variety of reports and correspondence.

The preferred candidate will possess the following qualifications:

- ✓ Minimum grade 12 or equivalent.
- ✓ Bylaw Enforcement and Investigative Skills Level I Certificate, or equivalent.
- ✓ At least two years related experience, preferably with local government, or equivalent.
- ✓ Training and experience in dealing with difficult and angry people in an enforcement context.
- ✓ Problem solving, mediation and conflict resolution training and experience.
- ✓ Reasonable knowledge of property legal description system.
- ✓ Reasonable knowledge of office administration procedure and computer software.
- ✓ Excellent analytical and report writing skills.

This role requires superior communication skills, both verbal and written, to convey necessary information to the public, professionals and other staff. Excellent interpersonal skills are essential. A Class 5 driver's license is required.

The rate of pay for this Canadian Union of Public Employees (CUPE) position is \$29.50 per hour, based on a 35 hour work week. A full and competitive benefit package is also included.

Please submit applications including a cover letter and resume by **Friday, March 26, 2010** to:

General Manager of Development Services  
Peace River Regional District  
Box 810, Dawson Creek, BC, V1G 4H8  
Phone: 1-800-670-7773 Fax: 1-250-784-3201  
e-mail: [prrd.dc@prrd.bc.ca](mailto:prrd.dc@prrd.bc.ca)  
web page: [www.prrd.bc.ca](http://www.prrd.bc.ca)

The Regional District thanks all applicants for their interest, however, only those candidates selected for interview will be contacted.