



OPPORTUNITY PROFILE

Senior Bylaw Enforcement Officer (Permanent Full-Time)

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About the Opportunity

Sun Peaks Mountain Resort Municipality is seeking to fill a recent vacancy for one (1) full-time Senior Bylaw Enforcement Officer in our Bylaw Services Department within the Development and Community Services Division.

Note: Applicants that do not meet the required qualifications for Senior Bylaw Enforcement Officer may be considered for a Bylaw Enforcement Officer role.

Reporting to the Director of Development and Community Services, you will be responsible for responding to public inquiries and complaints, researching bylaws and provincial legislation, inspecting property, issuing warnings and bylaw enforcement notices, preparing correspondence and reports and making recommendations on enforcement of municipal bylaws.

A significant portion of the role involves the administration and regulation of short-term nightly rentals (STNR) in the resort municipality. The successful applicant should expect to spend roughly 75% of a shift working on tasks related to short term nightly rentals which may include reviewing business licenses, responding to complaints, reviewing online STNR monitoring platforms and responding to general inquiries from the public or local property managers.

The work involves extensive contact with the public and requires the exercise of sound judgement, independent action, and considerable tact and diplomacy within the framework of established policies, bylaws, and regulations. Hours of work will be expected to be a combination of day shifts and night shifts to be determined.

ABOUT SUN PEAKS MOUNTAIN RESORT MUNICIPALITY

Sun Peaks Mountain Resort Municipality is a vibrant year-round, growing mountain tourism community boasting world class skiing, mountain biking, skating rink, hiking and golf and a core tourist village with some 850 hotel beds. Sun Peaks has a population of 1,500 year-round residents, and hosts on average 3,000 to 5,000 daily winter visitors and 1,000 to 3,000 daily summer visitors. At a base elevation of 1,255m the unique European inspired walkable village is located 45 minutes from Kamloops in British Columbia's interior. The community has a unique ski-in/ski-out public school, medical centre, and numerous recreational facilities.

KEY ROLES AND RESPONSIBILITIES:

- Review Business Licenses with a large focus on short term rentals
- Interprets bylaws and regulations to the public, investigates and processes bylaw complaints concerning infractions and violations; enforces bylaws and regulations
- Prepares and maintains a variety of correspondence, reports, files and records related to the work
- Provides public education and awareness to ensure the protection of residents, property, and employees
- Conducts inspections and patrols
- Provides detailed information for the Screening Officer and other management supervisors in preparation for bylaw adjudication or court
- Other related duties as required and assigned

Other Information

- This position requires completion of a Police Information Check
- Office and outside work dealing with the public
- Will require weekend shifts and may require some evening shifts

REQUIRED KNOWLEDGE, ABILITIES AND SKILLS

- Knowledge of municipal bylaws and regulations applicable to the work performed
- Ability to build and maintain positive working relationships with staff, outside agencies and the public
- Ability to confidently exercise considerable independent judgment and make sound decisions that reflect well on the organization
- Ability to act with tact and discretion around sensitive issues or situations and to maintain strict confidentiality as may be required or appropriate
- An advanced level of written, interpersonal and communication skills
- Experience with Microsoft software (i.e. Excel, Word, and Outlook)
- Possession of a valid class 5 BC driver's license
- Previous municipal bylaw experience is an asset
- Experience with online short term rental monitoring platforms is an asset (BC STR Data Portal, Host Compliance)

REQUIRED EDUCATION AND EXPERIENCE

- A relevant diploma from a recognized post-secondary institution
- Bylaw Compliance, Enforcement and Investigative Skills Level 2 is required

HOURS OF WORK

40-hour work week with the option for 5 – 8hr or 4 – 10hr workdays. Weekday workday from 8:00am to 4:00pm (8:00am to 6:00pm for a 10hr schedule). Evening and weekend work may be required.

COMPENSATION

Senior Bylaw Officer – \$32.26 – \$37.02/hr

Bylaw Officer - \$29.75 – \$34.13/hr

The Municipality offers a comprehensive benefits package that includes enrollment in the Municipal Pension Plan, health & wellness allowance, annual ski pass, extended health and dental benefits as well as vacation and sick leave benefits.

TO APPLY

Please submit your resume to the attention of Demitri Hofer, Director of Development and Community Services dhofer@sunpeaks municipality.ca