



DISTRICT OF COLDSTREAM

Bylaw Compliance Officer

Full-Time Union Position

Job Posting #25-03

The District of Coldstream is seeking a dedicated, experienced professional to join the team in the position of Bylaw Compliance Officer. This position will be of interest to a confident professional who thrives in a busy work environment, is self-motivated and enjoys working with people.

Under the supervision of the Director of Corporate Administration or designate, this position provides Bylaw Compliance services, including receiving complaints, interpreting bylaws, investigating in a fair non-partisan manner, issuing warnings or tickets, maintaining all records, and resolving complaints, for the District of Coldstream in a professional, tactful, courteous manner.

Required Education and Experience

- Grade 12 or equivalent
- Level 1 of the Bylaw Compliance, Enforcement and Investigative Skills Certification from an accredited institution
- Two (2) years experience in bylaw compliance or related field or a combination of training, skills and experience and a willingness to obtain any necessary training as determined by the District
- Provide and maintain a satisfactory RCMP Criminal Records Check
- A valid BC Class 5 driver's licence is required. The successful applicant will provide a driving abstract and criminal record check prior to the commencement of work.
- Knowledge of Bylaw Enforcement Notice (Ben) Act and Regulation and the Municipal Ticketing Information (MTI) System, Municipal Adjudication and Provincial Court proceedings
- Knowledge and aptitude for Microsoft Office Suite, Adobe PDF, software systems, and general office equipment
- Ability to prepare written reports

Preferred Education, Training and Experience

- Level 2 of the Bylaw Compliance, Enforcement and Investigative Skills Certification from an accredited institution
- Three - Five (3-5) years experience in bylaw compliance or related field;
- Familiarity with Esri Canada's 'CityWorks' software

For more information see the full job description.

This is a union position, and relevant provisions of the CUPE Collective Agreement pertain. The normal workday shall consist of a scheduled period of seven (7) hours of work between the hours of 7:00 am and 5:00 pm. The normal work week shall consist of five (5) such consecutive days in a seven (7) day week. The hourly wage is in accordance with the CUPE Collective Agreement of \$38.38 per hour.

"Rural Living At Its Best"

Phone 250-545-5304

Fax 250-545-4733

Website: www.coldstream.ca

About the Community

Coldstream is a vibrant, family-friendly community in the beautiful North Okanagan. It is nestled in the Coldstream Valley, an area known for its agricultural activities, breathtaking views and endless outdoor and recreation amenities. The location allows for a quality lifestyle that is second to none - with quick and easy access to all necessary amenities. With a stable population of over 11,700, it's the second largest municipality within the North Okanagan Regional District.

Posting Date

Wednesday, February 12, 2025

Application Deadline

Wednesday, February 20, 2025
at 4:00 pm

Application Information

To view the full **job description** and to track the status of this posting visit <https://www.coldstream.ca/employment-opportunities>

Apply, in confidence, by providing a cover letter and resume referencing the above noted job posting number to hr@coldstream.ca (in PDF format)

Or drop off or mail a cover letter and resume to:

Humans Resources Department
District of Coldstream
9901 Kalamalka Road