



JOB OPPORTUNITY

Bylaw Officer

Temporary Part-Time

Located in the beautiful upper Fraser Valley, the Resort Municipality of Harrison Hot Springs is a friendly community with beautiful beaches, a vibrant cultural scene, and a balanced urban-rural lifestyle. Harrison is a small community with a population varying from approximately 1500 year-round residents to summer populations numbering in the thousands. Due to continued growth, Harrison is seeking an enthusiastic and versatile individual to join our team as our Bylaw Officer.

The Bylaw Officer, reporting to the Corporate Officer, will administer and enforce the regulatory bylaws of the Village by performing a variety of technical and administrative duties relating to regulatory and property-related matters.

The key responsibilities of this position include:

- Patrolling all areas of the Village with an emphasis on the beach front areas during peak tourist season. Enforcing the pay parking program and monitoring public areas and facilities.
- Receiving complaints and scheduling inspections concerning infractions and violations of Village bylaws.
- Attending on site and collecting evidence of non-compliance as required; issuing and processing tickets and Bylaw Notices; immobilizing vehicles parked in no parking areas, attending court to defend tickets; administering other minor penalties as assigned.
- Drafting technical reports regarding policy or regulatory matters.
- Attending, as required, Village Council meetings, or other committee meetings as needed.
- Performing administrative tasks including ticket processing and collection matters.
- Administering business license program by reviewing new licence applications, and monitoring businesses for bylaw compliance.
- Seeking voluntary compliance and entering into compliance agreements. In cases of continued non-compliance, compiling evidence, assisting legal counsel in completing information and giving evidence in court. Under supervision, seeking other remedies provided for by statute or legal process.

The ideal candidate will be a results-oriented team player with the following knowledge and skillsets:

- Post-Secondary education in Criminology and/or have completed the Bylaw Compliance, Enforcement & Investigative Skills course (Level 1) as offered by the Justice Institute of B.C., or an equivalent combination of education and experience.
- Working knowledge of inspectional and investigative work.
- Physically fit and able to work in all weather conditions.

- Proficiency in technology such as the Microsoft Office suite and the ability to learn new programs and applications quickly.
- Ability to deal diplomatically with the public, using a courteous and tactful manner.
- Possess a class 5 BC Driver's Licence.
- Required to obtain a Police Information Check (PIC).
- Willing to work flexible hours depending on season, including evenings, weekends, and holidays.

Hours of Work

This temporary part-time position will offer the following availability of hours:

- ~35 hours per week for approximately 5 months of the year (peak summer season).
- ~14-20 hours per week for approximately 7 months of the year (off-season).
- Evening and weekend work will be required during the peak season.
- The anticipated duration of this temporary position will be up to 2 years, with the possibility of extension beyond that.

The Village offers a starting hourly rate of \$38.40 per hour, with eligibility for benefits upon the probation period completion. Qualified candidates are invited to apply in confidence to:

Village of Harrison Hot Springs
PO Box 160, 495 Hot Springs Road
Harrison Hot Springs, BC V0M 1K0

Or via e-mail at: sschultz@harrisonhotsprings.ca

