



Date: May 9, 2008

Bylaw Enforcement Officer 1 / Business License Inspector

1. Organizational Relationships

Reports to: Director of Development Services

Coordinates with: Fire Department, Building Department, Administration

2. Key Responsibilities

This is inspectional and regulatory work related to enforcement of the bylaws of the District of Kent involving extensive contact with the public and close liaison with the RCMP, Health Department and other outside agencies.

This incumbent will implement a preventative system of bylaw enforcement that includes taking initiative on apparent and known infractions before they trigger public complaints and will ensure that complaint and compliance with District of Kent bylaws are dealt with in a firm, tactful manner. Employees in this class exercise independent judgment and act on most assignments. More difficult problems and policy matters are referred to and discussed with a supervisor.

The incumbent will work with staff to implement a comprehensive system for acquiring, maintain and renewing business licenses within the District of Kent.

Work performance is reviewed by the supervisor (Director of Development Services) in terms of conformance with established practices, policies, and procedures, achievement of goals and effectiveness of service provided.

3. Illustrative Examples of Work

Under the general direction of the Director of Development Services the employee will:

- Investigate and process complaints concerning infractions and violations.
- Maintain violation folders including inputting comments and closing files.

- Make personal contact with alleged offenders and issue bylaw violation notices, tickets and warning tickets as appropriate.
- Prepare correspondence relating to bylaw violations.
- Maintain contact with complainants and advise them of action taken.
- Ensure infractions are corrected or resolved within a specified time limit.
- Discuss and recommend legal action on infractions with supervisor; prepares reports to Council as necessary.
- Prepare information for prosecutions and gives evidence in Court if required.
- Provide input and make recommendations concerning existing and future bylaws of the District of Kent.
- Enforce District of Kent zoning and any other regulatory bylaws as necessary.
- Review and gather field records and information related to business licenses within the District of Kent and submits to clerical staff for appropriate follow up.
- May be the Animal Control Officer if so designated by the resolution of Council.

4. Required Qualifications

The employee in this class shall have:

- A minimum of Grade 12
- Successful completion of Level 1 of the Justice Institute's Bylaw Enforcement Program; and
- A minimum of three year's experience in inspection nor investigation work and / or law enforcement.

5. Required Knowledge

- Thorough knowledge of District of Kent bylaws, regulations, policies and procedures.
- Demonstrated knowledge of the Local Government Act, the Community Charter and other Provincial Statutes for effective enforcement of the bylaws of the District of Kent.
- Demonstrated knowledge of Business License procedures and requirements.
- Ability to work within a time-allotted infrastructure for Business License renewal.
- Thorough knowledge of Court procedures, including the preparation and presentation of evidence.
- Working knowledge of computer applications and how they can be used to accomplish work-related objectives.
- Ability to investigate complaints and enforce applicable bylaws and regulations with tact, impartiality and use of sound judgment.
- Excellent verbal, written communication and public relation skills.
- Ability to explain and interpret bylaws and regulations to the public.
- Ability to establish and maintain effective working relations with District of Kent staff, elected officials, other government agencies, the RCMP and the general public.

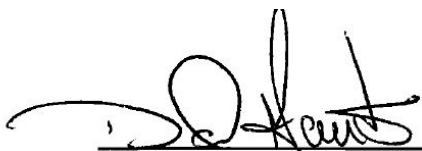
- Ability to work under minimal supervisor and to follow through on all infractions until they are resolved.

6. Required Licences and Certificates

- Valid BC Driver's License
- Eligibility for membership in the License Inspectors and Bylaw Officers Association of BC

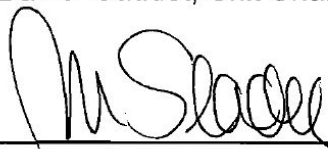
7. Working Conditions

As per Policies and Procedures, and the Collective Agreement of the District of Kent.



Daniel Gaudet, Unit Chair CUPE 458

Date: JUNE 02/2008



Martin Sladek, Manager of Human Resources

Date: July 27/08