



BYLAW, COMPLIANCE AND ENFORCEMENT OFFICER (Special Assignment)

Cultus Lake Park, "the Gem in the Valley" is located approximately one hour east of Vancouver, just south of the City of Chilliwack. With 640 acres it is one of B.C.'s most popular outdoor recreation destinations offering golfing, sport fishery, watersports and more.

Cultus Lake Park is seeking a highly organized and customer focused Special Assignment Bylaw Enforcement Officer.

In this role you will be required to seek compliance and enforce the regulatory bylaws of Cultus Lake Park by performing a variety of administrative and technical duties dealing with regulatory and property related matters. You will enjoy both working inside with our team and outside in the community. You will be visible by patrolling the area using different means of transportation to assist the public. This position will work closely with the Manager of Corporate Services / Corporate Officer and the Bylaw & Compliance Administrator.

In this role you will:

- Enforce all bylaws of Cultus Lake Park through education and compliance. Performing bylaw enforcement activities by responding to complaints
- Assist with the management, operations, and enforcement of Short-term Rentals
- Monitor public parking lots, residential, commercial and other public areas for parking compliance and issue tickets when required
- Respond to front counter, telephone and email inquiries regarding bylaw infractions and other bylaw related matters and inquiries
- Receive complaints and schedule inspections concerning infractions and violations of Cultus Lake Park bylaws
- Deal with encroachments, unauthorized construction, road closures, road obstructions and other related matters
- Maintain bylaw enforcement, permits, statistic logs, records and files (both electronic and paper)
- Attend on site and collect evidence of non-compliance as required; issuing and processing tickets and bylaw notices; attending hearings to defend tickets; compiling and preparing officer statements for disputed tickets
- Under supervision, work with security staff and RCMP when required
- Draft technical reports regarding policy matters related to regulatory matters
- Maintain confidential records and files
- Perform other administrative related duties as required

The ideal candidate will possess:

- Post-Secondary education in Criminology and/or have completed the Bylaw Enforcement & Investigative Skills course Level 1 and Level 2 (desired), or an equivalent combination of education and experience
- Working knowledge of inspectional and investigative work
- Ability to quickly acquire a superior knowledge of the bylaws and regulations of Cultus Lake Park and the applicable sections of the *Local Government Act*, *Community Charter* and *Cultus Lake Park Act*
- Proficient skills in the latest computer technology and programs
- Ability to deal diplomatically with the public, using a courteous and tactful, yet firm manner
- Ability to inspect property, issue warnings and municipal tickets
- Assist in the administration of business licenses, prepare correspondence and reports and ability to make recommendations on enforcement of Park bylaws

- Ability to establish and maintain effective working relationships with leaseholders, contractors, elected officials and staff
- Adequate written and verbal communication skills, including skills in conflict resolution
- A valid Driver's License and clear drivers abstract

This is a Special Assignment Full – Time Union position, wage rate is \$33.80 working 35 hours per week plus 10.6% in lieu of benefits. This position will be from May 9, 2024 to September 4, 2024.

If you are interested in applying, please submit your resume, along with a cover letter, and send, in confidence, no later than 4:30 pm on March 20, 2024.

Email to: Rachel Litchfield, Manager of Corporate Services / Corporate Officer

Rachel.litchfield@cultuslake.bc.ca

Or Mail to:
Cultus Lake Park
4165 Columbia Valley,
Cultus Lake BC V2R 5B5

We thank all applicants for their interest, however, only those selected for an interview will be contacted.