



CULTUS LAKE PARK BYLAW, COMPLIANCE ENFORCEMENT OFFICER (PART – TIME SPECIAL ASSIGNMENT)

Cultus Lake Park invites applications from qualified candidates to fill a Part – Time Special Assignment Bylaw Enforcement Officer. The term of the appointment will commence May 7, 2026, to September 8, 2026. This is a Part – Time Special Assignment Union position which includes shifts on weekends and holidays, approximately 20 hours per week.

The ideal candidate will be an energetic and customer-focused individual responsible for seeking compliance and enforce of the regulatory bylaws of Cultus Lake Park. You will be 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:

- Completion of Grade 12 plus sound experience in inspectional and enforcement work, preferably the Justice Institute of B.C. Bylaw Compliance, Enforcement & Investigative Skills, Levels 1 and 2 OR an equivalent combination of training and experience
- A valid B.C. Driver's Licence plus eligibility to obtain RCMP security clearance is required
- First Aid
- 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 establish and maintain effective working relationships with lease holders, contractors, elected officials and staff
- Adequate written and verbal communication skills, including skills in conflict resolution

The Part – Time Special Assignment Union position, wage rate for this position is \$34.56 working approx. 20 hours per week. This position will be from May 7, 2026, for a duration of up to (4) months and ending on September 9, 2026.

If you are interested in applying for this position, please submit your resume, along with a cover letter, in confidence, no later than 4:30 pm on April 2, 2026.

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.