



Bylaw Supervisor and Fire Inspector

Duncan is small, in a Big way. Just a few hundred metres off the Highway (about 60 kilometres north of Victoria) you will find over 300 shops and services in a few beautiful walkable blocks enhanced by 40 world renowned totem poles. Within minutes of downtown are 5 golf courses, 15 wineries, lake and ocean waterfront, and world class trails. Our compact city of just 5,000 people offers high quality living and acts as the commercial centre serving a population of approximately 80,000 people in the greater Duncan area and surrounding communities.

Come join our dynamic team that focuses on community, positive change and continuous improvement in our Bylaw and Fire Services delivery. At the City of Duncan our people are our greatest asset.

Reporting to the Manager of Building and Bylaw Services, you will lead a team that provides support to our front-line staff with Bylaw related matters as well as conduct the City's fire inspection program. The mandate of this position is to achieve voluntary compliance with the City's regulatory bylaws through education, mediation, and progressive enforcement. This position involves extensive contact with the public and close liaison with regulatory departments within the City and outside agencies. Strong empathy, awareness, and sensitivity to community issues such as diversity and mental health will help you be successful in this role. You will have a demonstrated ability to problem solve, investigate complaints, and enforce applicable bylaws and regulations with tact, sound judgement, and exceptional communication/conflict resolution expertise. This position will include an increasing level of responsibility dependent on the training and skill of the successful candidate.

QUALIFICATIONS; EDUCATION/TRAINING:

- Five (5) or more years in Bylaw or Law Enforcement. Reduced years in experience may be considered and will be evaluated at the associated pay rate.
- Supervisory experience in local government is an asset, with preference given to BC experience.
- Post-secondary degree in a related discipline, or a combination of related training and experience.
- Bylaw Compliance, Enforcement, and Investigative Skills 1 (BYLAW1000) required.
- Certificate in Bylaw Compliance, Enforcement, and Investigative Skills 2 (BYLAW1005) is an asset.
- Possession of a Class 5 BC Driver's Licence with safe driving history.
- Satisfactory criminal record check.
- Fire Inspector 1 FIRE-1210 through the Justice Institute or similar course meeting NFPA 1031 standard required for the Fire Inspector duties and associated pay.
- Having a previous L.A.F.C. designation will be an asset.

REQUIRED SKILLS, KNOWLEDGE, AND ABILITIES:

- Ability to build relationships, support, coach, and guide a team in a unionized environment.
- Ability to lead the development, formulation, and administration of policies and programs to ensure the operational objectives of the department are met.
- Possession of considerable judgement and communication skills in dealing with high stress and volatile situations.
- Ability to plan, prioritize, and have strong organizational skills.
- Strong knowledge and experience with computer systems.
- Ability to prepare concise and appropriate reports and correspondence.
- Knowledge of the BC Fire Code, the Fire Services Act, and related standards & codes.
- Knowledge of the application of local government bylaws, including Zoning Bylaw, Official Community Plan, Municipal Ticketing Information Bylaw, Bylaw Offence Notice Enforcement Bylaw, and enforcement related legal proceedings.
- Ability to interpret, advise, and provide guidance to businesses, Fire Department staff, and other departments on a variety of technical fire matters, drawings, specifications, standards, and regulations.

The regular hours of work for this position are Monday-Friday, although there may be times when you will be required to work outside of this schedule as per the Collective Agreement which allows a work week of Sunday through Saturday and varying hours.

The ideal candidate will have both the Bylaw and Fire Inspection credentials, however candidates with Bylaw only credentials will be considered. This is a CUPE Union position with a base hourly rate of \$35.11 (2020 rate) based on 35 hours per week. Candidates with Fire Inspector Qualifications may qualify for an hourly rate of \$40.01 (2020 rate).

If you are looking for an exciting career opportunity and enjoy the lifestyle a small community offers with access to an abundance of amenities, you are invited to submit your resume, containing full details of education, training and experience, and cover letter along with three references, **IN CONFIDENCE** by **3:30 p.m. Monday, June 14, 2021** to the attention of Human Resources, City of Duncan, 200 Craig Street, Duncan, BC V9L 1W3, or by email at HR@duncan.ca.

We thank all applicants, but only those being considered for interviews will be contacted.