

RDCO Job Description



Position Title: Bylaw Enforcement Weeds & Insects

Division: Corporate Services

Reports To: Chief Bylaw Enforcement Officer

Date: March 7, 2019

Job Purpose/Summary:

The Bylaw Enforcement Officer Weeds & Insects works with the public to prevent or control noxious weeds and invasive insect infestations helping to reduce threat and harm to agriculture, environment, economy, natural resources, and human/animal health.

Principal Accountabilities:

1. Respond to, investigate and attend complaints from the public regarding noxious weeds and invasive insects.
2. Conduct site inspections throughout the Central Okanagan.
3. Issue weed cut order notices to owners, and counsel owners to comply with Regional District bylaws.
4. Coordinate contractor for direct enforcement, when required.
5. Issue Bylaw Offense Notice (BON) or MTI, when required, and defend ticket at adjudication or court, if disputed.
6. Assist with maintaining records and performance measures data.
7. Complete annual provincial grant application and reporting.
8. Coordinate education sessions with the public i.e.: school age children, garden clubs, community events.
9. Liaise with other government agencies i.e.: Okanagan and Similkameen Invasive Species Society, Invasive Plant Program-Ministry of Forests.
10. Continually educate one-self on invasive weeds and insects, including attending annual conference.
11. Other duties as assigned.

Reporting Relationships:

Direct Reports:

Functional direction to administrative assistant.

Dimensions: (annual/approximate):

Knowledge, Skills & Experience:

Educational Background Required:

- Minimum of Grade 12
- Bylaw Enforcement & Investigative Skills (Level 1) or equivalent.
- Valid BC Drivers Licence

Experience Required:

- 2 years' experience in bylaw enforcement, or equivalent.
- Communicate in a diplomatic & effective manner and knowledge in dealing with difficult people
- Able to prioritize work and complete tasks efficiently and unsupervised.
- Computer skills including Microsoft Office (Word, Excel, Outlook).

Working Conditions:

- **Physical Effort:** Occasional hiking rough terrain.
- **Physical Environment:** Office environment 25%, outdoors in all-weather condition 75%. Work independently and occasionally in remote locations.
- **Mental Stress:** Dealing with difficult property owners and complainants requires tact and discretion, remaining calm under pressure.
- **Sensory Attention:** working alone, close attention to safety when inspecting properties i.e. owner, dogs, environmental property hazards.