



Village of Belcarra

Bylaw Enforcement Officer/Waste & Recycle Depot Attendant Position



The Village of Belcarra is seeking applications for the position of a permanent, full time Bylaw Enforcement Officer/Waste and Recycle Depot (WARD) Attendant.

The Place

The Village of Belcarra is located on the scenic Indian Arm fjord within Metro Vancouver, a short 10-minute drive from Port Moody where there are numerous commercial and transit services. The Village has 700 residents and is entirely residential with its municipal office, community hall and public works yard as the centrepiece of municipal government and gathering place for Village residents.

The Position

Bylaw Enforcement Officer

Under the supervision of the Public Works & Emergency Preparedness Coordinator, the Bylaw Enforcement Officer/Waste and Recycle Depot (WARD) Attendant is responsible for the enforcement of bylaws, primarily parking regulations and enforcement. Enforcement with regard to zoning, noise, nuisance, unsightly and untidy premises may be required from time to time.

Waste and Recycle Depot (WARD) Attendant

This is custodial, maintenance and customer service-oriented work performed in support of waste and refuse operations. Reporting to the Public Works & Emergency Preparedness Coordinator, the Waste and Recycle Depot Attendant coordinates the day-to-day operations of the WARD. This position provides assistance and information to facility users, intended to promote recycling efforts in the community. Considerable independent judgement and action are exercised within defined limits, while the more unusual or policy matters are referred to a supervisor. Work performance is reviewed for effectiveness and conformance with established policies, procedures, and standards.

Key Duties

Key duties include all the duties of a Bylaw Enforcement Officer, including ticketing and required documentation and reporting. Waste and Recycle Depot (WARD) duties include monitoring day to day activity at the WARD for compliance with established procedures and policies; ensuring order and cleanliness of the site and that safety standards are maintained for the well-being of authorized users, service contractors and staff. The WARD attendant is also required to assist and communicate with residents at the site.

In addition, the successful candidate will receive training to provide Public Works relief for vacation and winter snow removal on the weekends (training will be provided on a 1-ton plow truck). To further support Public Works staff, the successful candidate will be required to take the water operator course when training in other areas is completed.

Preferred Qualifications

- Secondary school graduation supplemented by some related experience, preferably in solid waste management or a regulatory environment.
- Justice Institute Bylaw Compliance, Enforcement & Investigative Skills 1.
- Valid First Aid Level 1 with CPR training.
- Valid Class 5 BC Driver's License.
- Considerable knowledge of safe work practices.
- Ability to understand and effectively carry out oral and written instructions with a minimum of supervision.
- Ability to prepare and maintain records related to the work.
- Ability to communicate with and establish a good working relationship with other employees.
- Exceptional interpersonal and conflict resolution skills.
- Ability to operate vehicles safely and efficiently.
- Sufficient physical strength, stamina and coordination to perform manual work outdoors in all weather.
- Volunteer firefighter 'duty roster' status on the Sasamat Volunteer Fire Department is required.

Required License and Certificates

Driver's License for the Province of British Columbia - Class 5.

Hours of Work

This full-time position is based on a 40 hour work week Thursday to Monday. The successful candidate is required to work on Saturday and Sunday and must be willing to work a flexible schedule during the summer months for Bylaw Enforcement.

Salary

This non-union position has a wage range of two steps, \$31.00 - \$32.50 per hour plus a competitive benefits package. If your qualifications, prior experience and skills make you a good fit for this role, we would like to hear from you. Short-listed candidates will be required to submit three references and a driver's abstract.

Please send your resume and cover letter to Paula Richardson, Chief Administrative Officer at prichardson@belcarra.ca with Bylaw Enforcement Officer/Waste & Recycle Depot Attendant Application in the subject line. The closing date for applications is by Friday, May 5, 2023, at 4:00 pm.

All responses are appreciated; however, only those selected for follow-up will be contacted.

Paula Richardson
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