



Village of Belcarra

Operations Worker/Bylaw Officer



The Village of Belcarra is seeking applications for the position of a permanent, full-time Operations Worker/Bylaw Officer.

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. The Village has approximately 700 residents and is known for its outstanding beauty and close knit community. The Village is entirely residential with a municipal office, community hall, public works yard, and Waste and Recycle Depot.

The Village is seeking a community-minded Operations Worker/Bylaw Officer to join our small and dedicated municipal team. This is an excellent opportunity for someone who values customer service and enjoys a role with a variety of responsibilities.

The Position

Under the supervision of the Manager of Municipal Services, the Operations Worker/Bylaw Officer is responsible for bylaw enforcement as well as operational and maintenance work in support of public works. An incumbent may work in one or all of the functional areas as assigned. The work is performed under general supervision, and some independence of judgement and action is exercised. The successful candidate will receive training and may be required to take courses to support service delivery across all functional areas.

Public Works

This position involves general labouring work of an unskilled or semi-skilled nature performing a variety of tasks related to operations and maintenance work in a municipal public works setting. The incumbent will perform a variety of labouring tasks related to the operation, maintenance, and construction of public roadways, water and drainage systems. This position also monitors the condition of the compactor at the refuse and recycling depot, ensures for the order and cleanliness of the depot, and for the safe and effective use of the facility by the public. The incumbent is required to operate utility or service trucks and a variety of small equipment and tools.

Bylaw Enforcement

This position is responsible for the enforcement of bylaws, primarily parking regulations and enforcement. Enforcement with regards to zoning, noise, nuisance, or unsightly premises may be required from time to time. Key duties including compliance, ticketing, documentation, reporting, adjudication, and public education/outreach.

Qualifications

- Secondary school graduation supplemented by some related experience, preferably in local government, public works, or a regulatory environment.
- Experience and or knowledge of the practices and procedures used in the operation and maintenance of various types of equipment and tools
- Knowledge of safe work practices.
- Ability to understand and effectively carry out oral and written instructions with minimal supervision.
- Ability to prepare and maintain records related to the work.
- Ability to establish good working relationships and communicate effectively
- Exceptional customer service, interpersonal and conflict resolution skills.
- Ability to operate equipment and vehicles safely and efficiently
- Sufficient physical strength, stamina and coordination to perform manual work outdoors in all weather

The following qualifications are considered an asset:

- Volunteer firefighter 'duty roster' status (or eligibility) with the Sasamat Volunteer Fire Department
- Bylaw Compliance, Enforcement & Investigative Skills 1 Course – Justice Institute of BC
- First Aid Level 1 with CPR

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, 7:30am – 4pm. The successful candidate is required to work on Saturday and Sunday and be willing to work an adjusted schedule to provide statutory holiday coverage during peak parking season (April to Sept).

Salary

This non-union position has a wage range of two steps, \$32.00 - \$33.50 per hour plus a competitive benefits package.

Application

Please send your resume and cover letter to Melony Burton, Chief Administrative Officer at mburton@belcarra.ca with Operations Worker/Bylaw Officer Application in the subject line.

The closing date for applications is Friday, March 6, at 4:00 pm.

All responses are appreciated; however, only those selected for follow-up will be contacted. Short-listed candidates will be required to submit three references and a driver's abstract.