



Tk'emlúps te Secwépemc

(Kamloops Indian Band)

JOB POSTING

Tk'emlúps te Secwépemc (TteS) is a fast-growing vibrant organization committed to the development and progress of its Band Members and Community. As such, the TteS invites applications from qualified, highly motivated and dynamic individuals to fill the following position.

POSITION TITLE:	Bylaw Service Officer
DEPARTMENT:	Planning and Engineering
SUPERVISOR:	Planning and Engineering Manager
TERMS:	Seasonal (May to the end of October 2019)
Reference #:	2019 - 030

NATURE & SCOPE OF WORK:

The purpose of this position is to complete inspectional and regulatory work in Animal Control, Parking Control, Bylaw Enforcement and Band Security Services for the Tk'emlúps te Secwépemc (TteS). The incumbent works independently but takes direction from and reports directly to the Planning and Engineering Manager. The Bylaw Services Officer position is client centered and is expected to operate with the highest level of confidentiality. The position must enforce various Kamloops Indian Band regulatory bylaws, surveillance of Band property, checking complaints and serving orders as indicated in the bylaws on TteS property.

DUTIES AND RESPONSIBILITIES:

- **Completes inspectional and regulatory work in Animal Control, Parking Control, Bylaw Enforcement and Band Security Services for TteS property. (95%)**
- Enforces Band Animal Control Bylaw and other regulatory bylaws as directed.
- Issues permits, such as but not limited to burning permits, warnings or violation notices to offenders and contacts towing companies for the removal of illegally parked vehicles.
- Answers calls and complaints regarding small animals and captures and transports them if necessary for owners to reclaim.
- Patrols reserve lands and Band-owned buildings and vehicles and other facilities on foot and by vehicle to provide security and check for vandalism.
- Answers enquiries on regulations or bylaws.
- Accompanies Collections Officer, Leasing Officer, and or Tax Clerk to serves notices collection of outstanding payments.
- Accompanies Business License Inspector/Plan Checker on routine and annual inspections of businesses.
- Accompanies Business License Inspector/Plan Checker to serve stop work notices.
- Communicates with others in emergency situations for assistance in the apprehension of vandals.
- As required, gives evidence in Court to support Bylaw and criminal charges.
- Drafts and amends bylaws as required from time to time.
- Registers bylaws with Indian and Northern Affairs Canada.

- Performs security-related duties.
- Notify Plan Checker of new alterations, new buildings, businesses or soil removal which may need permits.
- Performs all duties and responsibilities in accordance with the TteS policies, standards and procedures.
- Maintains confidentiality on all matters of the TteS.

Other related duties as necessary. (5%)

Professional Certification, Education and Experience:

Bylaw certification from JIBC or equivalent with minimum of Grade 12 with previous experience with court procedures or security related work or an equivalent combination of education and experience.

- Bylaw enforcement 1 & 2.
- Must pass a Criminal Record Check.
- Must possess a valid Class 5 BC Driver’s License.
- Must be in good physical condition and health.
- Previous experience in animal care is preferred.
- Courses from the Justice Institute is preferred.

Skills and Abilities:

- Considerable knowledge of the principles, methods and use of equipment in the care and handling of injured, vicious and stray animals.
- Ability to enforce relevant band bylaws, regulations and procedures.
- Working knowledge of relevant band bylaws, regulations and procedures.
- Ability to communicate effectively orally and in writing.
- Ability to document information relative to bylaw infractions and give evidence in Court to support bylaw and criminal charges.
- Good physical condition, appearance, deportment, and good health.
- Ability to exercise care and sympathy in handling of animals.
- Ability to exercise considerable tact, diplomacy and persuasion when dealing with the general public.
- Ability to complete security related work.
- Strong decision-making skills.
- Ability to prepare written reports and bylaws.
- The ability to deal effectively with various stakeholders often in problem solving situations.
- Strong ethics and knowledge of confidentiality.
- Proven ability to take initiative.
- Ability to work in a cross-cultural setting.
- Flexible, committed and enthusiastic.
- It is expected that all TteS employees be willing to continuously upgrade their skills and knowledge, and to further their formal training.

HOURS OF WORK: Normal day shift – 7 hours per day. Non – normal shift may be required.

PAY GRADE: As per current pay grid

Tk’emlúps te Secwépemc thanks all applicants for their interest, however, only those selected for an interview will be contacted.

Deadline for the Job posting is May 14, 2019 by 2:00pm

Submit Job Application Form, cover letter, resume, and references

Online @ <https://tkemlups.ca/current-openings/> or by email: resume@kib.ca, or by fax: 250.828.9847, or in person, at our Human Resources office #200 – 330 Chief Alex Thomas Way.

Office Hours are Monday to Friday 8:00 a.m. to 4:00 p.m. & closed for lunch from 12:00pm to 1:00pm

We require each applicant to fill out an online application form which can be found on the tkemlups.ca website. Any late submissions or submissions without the job application form will not be considered.