



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 Services Officer
DEPARTMENT: Planning & Engineering
SUPERVISOR: Bylaw Services Supervisor
TERMS: Full-Time, Permanent
REFERENCE #: 2022-112

PURPOSE OF POSITION:

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 Bylaw Services Supervisor. The Bylaw Services Officer position is client centered and is expected to operate with the highest level of confidentiality. The position must enforce various TteS regulatory bylaws, surveillance of Band property, checking complaints and serving orders as indicated in the bylaws on TteS property.

DUTIES AND RESPONSIBILITIES:

- 1. Completes inspectional and regulatory work in Animal Control, Parking Control, Bylaw Enforcement and Band Security Services for TteS property. (95%)**
 - Promotes responsible dog ownership.
 - Responsible for care of impounded dogs.
 - Cleans dog shelter facility ensuring a high level of facility hygiene.
 - Issues permits, such as but not limited to burning permits, building permits, business licences, warnings or violation notices to offenders and contacts towing companies for the removal of illegally parked vehicles.
 - Answers calls and complaints regarding 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.
 - Destroys animals humanely as a routine duty in the manner established by the Band.
 - Answers enquiries on regulations or bylaws.

- Accompanies Collections Officer, Leasing Officer, Environmental Specialist and or Tax Clerk to serves notices collection of outstanding payments
- Accompanies Business Licence Inspector/Plan Checker on routine and annual inspections of businesses.
- Accompanies Business Licence 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.
- Refers bylaw issues to lawyers if directed to by the Planning and Engineering Manager.
- 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.

2. 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.

- Must pass a Criminal Record Check.
- Must posses a valid class 5 BC Drivers Licence.
- Must be in good physical condition and health.
- Security BST 1 &2

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.
- Knowledge of the BC Building Code is preferred.
- 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 shifts – 7 hours. Non-normal shifts maybe required.

PAY GRADE: As per current TteS wage grid.

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

In accordance with Section 16(1) of the *Canadian Human Rights Act* and pursuant to Section 42 of the BC Human Rights code, it is TteS Policy to practice preferential hiring for Aboriginal peoples. Candidates who wish to qualify for preferential consideration must self-identify.

Deadline for the Job posting is September 28, 2022 by 2:00pm

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

online: <https://tkemlups.ca/employment/job-application-form/>, **by email,** resume@ttes.ca

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 at: <https://tkemlups.ca/employment/job-application-form/>**

Any late submissions or submissions without the job application form will not be considered.