

# NOW HIRING



CITY OF  
PORT ALBERNI

## BYLAW ENFORCEMENT OFFICER

*The City of Port Alberni is a community of over 19,000 people. Located centrally on Vancouver Island, we are a well-serviced and growing municipality that offers residents affordable west coast living, as well as proximity to oceans, lakes, rivers and mountains.*

The City is currently looking for a **Bylaw Enforcement Officer** to join a progressive and dynamic organization as part of the Bylaw Services team. Reporting to the Manager of Community Safety and Social Development, this position is responsible for administrative, inspection, and regulatory work related to the enforcement of municipal bylaws and policies.

The work of this position involves the processing and serving of documents as well as the carrying out of inspections and evidence gathering necessary in the efficient enforcement of a number of regulatory enactments. The incumbent investigates complaints with respect to alleged infractions of the City's bylaws and determines appropriate action to gain compliance through negotiation, ticketing, or use of other regulatory enforcement tools.

Being a uniformed member of the City's staff, this position plays an important role in communicating the standards of the community as set by Council.

### Qualifications & Experience

- A minimum of 5 years of related work experience or equivalent experience as an RCMP, Provincial or Municipal Police Officer, or an equivalent combination of knowledge and experience in other investigative and enforcement fields
- Completion of Grade 12 or equivalent
- Completion of the Justice Institute of BC (JIBC) Bylaw Compliance, Enforcement & Investigative Skills 1 course; completion of other courses related to criminology and/or investigative skills would be assets
- Knowledge of the requirements under the *Offense Act* and other legislation that relates to the processing, service and inspection of documents
- Familiarity with court procedures related to the enforcement of the municipal bylaws
- Strong conflict management, interpersonal, and communication (both verbal and written) skills
- Ability and desire to work in a collaborative manner with a wide range of stakeholders
- Successful completion of a Police Information Check
- Valid Class 5 BC driver's license, and a demonstrated safe and responsible driving record

*The rate of pay for this position is \$42.58 per hour and includes a full benefits package. It is expected that this position will work Tuesday-Saturday, 11am – 8pm; operational requirements may result in adjusted hours during the off-season. This position also enjoys a flex-day schedule.*

### To Apply:

Please forward a resume and cover letter, including copies of your qualifications, by April 17, 2026 at 4:30pm:

Attention: Human Resources  
By mail: City of Port Alberni, 4850 Argyle Street, Port Alberni, BC V9Y 1V8  
By email: [humanresources\\_resumes@portalberni.ca](mailto:humanresources_resumes@portalberni.ca)

***We wish to thank all applicants for their interest and advise that only those selected to be interviewed will be contacted.***

[www.portalberni.ca](http://www.portalberni.ca)

