



# SQUAMISH

HARDWIRED *for* ADVENTURE

*The District of Squamish is located in the unceded traditional territory of the Skwxwú7mesh Úxwumixw (Squamish Nation). We offer gratitude to the Skwxwú7mesh People who have lived on these lands since time immemorial.*

## External Job Posting

<b>Position:</b>	<b>Manager of Community Bylaw Services</b>
<b>Status:</b>	Permanent Full-Time
<b>Work Area:</b>	Community Bylaw
<b>Posting Date:</b>	February 10, 2025
<b>Closing Date:</b>	February 23, 2025

## GENERAL SUMMARY

Under the direction of the General Manager of Public Safety, the Manager of Community Bylaw Services is responsible for leading the delivery of bylaw and animal control services for the District of Squamish. This position is accountable for ensuring that the department has the structures, support, culture, policies, processes, and people necessary to succeed. In addition to managing the day-to-day operations of the department and providing leadership to departmental staff, this position plays an important role fostering positive relationships throughout the District of Squamish and actively contributing to initiatives that enhance safety and compliance within the municipality.

## MAIN DUTIES AND RESPONSIBILITIES

### Leadership & Management

- Contributes to the success of our team and creation of our thriving community, by fostering the District of Squamish corporate values in their work: Respect, Integrity, Connection and Progress
- Works closely with the General Manager of Public Safety to set objectives and create strategies to ensure administrative and operational responsibilities are completed.
- Encourages and advances interdepartmental engagement on cross-cutting initiatives and policy development to ensure a cohesive approach to meet organizational objectives.
- Prepares, manages and monitors the department's budget and leads the multi-year financial planning for the department supported by the GM of Public Safety.
- Manages the department team, including hiring, conducting performance evaluations, implementing performance improvement measures, and undertaking corrective measures as appropriate.
- Provides leadership and mentorship by offering guidance, support, and expertise, while also providing tailored advice on professional development and training requirements.
- Plans, schedules, assigns, monitors and evaluates the work of others, in accordance with organizational goals and objectives while ensuring efficient and effective completion of assignments by the team.
- Provides guidance to staff in mediating and finding constructive solutions to bylaw and animal control services issues, requests, complaints, or claims.
- Fosters and promotes a strong workplace safety culture; ensuring that all established safe work practices and procedures are followed.

### Operations & Technical

- Develops, implements, and maintains current standard operating procedures for the department.
- Promotes positive and effective community relations by responding to public enquires, concerns and requests, assessing conflict arising from bylaw infractions for residents, businesses, and visitors, resolving contentious issues regarding bylaw infractions and conflict arising from enforcement matters.
- Oversees the bylaw adjudication process for the District.
- Oversees the investigations into and response to complaints received concerning various alleged violations of District bylaws, including the investigation of complaints, inspections, issuing notices of warning, and, if necessary, prosecution for violations of Bylaws.
- Prepares administrative reports and recommendations on the development, updating and administration of bylaws.
- Coordinates with other departments in the enforcement of bylaws and Council policies.
- Formulates, recommends, and advises on Bylaw and Animal Control policies, procedures, bylaws, and rulings.
- Provides and participates in public education on municipal bylaws and animal control issues.
- Presents to Council on regulatory bylaws and enforcement issues, as required.



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- Participates in various management meetings and committees.
- Performs other duties as required.

## KEY COMPETENCIES

- Collaboration - Building team commitment and spirit
- Creative Problem Solving & Decision making - Identifying and considering options to solve a problem or issue
- Developing Others – Providing in-depth coaching
- Holding people accountable - Holding people accountable for performance
- Managing Change – Following through on change initiative
- Strategic thinking – Aligning program/operational goals and plans

## REQUIRED KNOWLEDGE, SKILLS & ABILITIES

- Thorough knowledge of Municipal Bylaws, Community Charter, Local Government Act, Motor Vehicle Act, and other related Provincial laws.
- Knowledge of local government law and thorough knowledge of bylaw compliance and enforcement principles, practices, and methods as applicable to a Local Government setting.
- Knowledge of the bylaw adjudication process.
- Knowledge of WorkSafe BC regulations and requirements.
- Excellent interpersonal and communications skills and possesses a high level of professionalism, problem solving and decision-making skills.
- Excellent leadership skills including the ability to coach and develop employees to achieve success.
- Strong conflict resolution skills; ability to handle stressful situations and effectively deal with difficult and challenging situations.
- Strong computer skills including thorough knowledge of MS Office.
- Ability to maintain confidentiality.
- Ability to effectively supervise, coach and direct work of staff in a variety of diverse activities.
- Ability to foster collaborative relationships and a positive team environment.
- Outstanding customer service delivery and client management approach.

## REQUIRED TRAINING, EDUCATION AND EXPERIENCE

- Valid BC Class 5 Drivers License
- RCMP Security Clearance, or the ability to obtain such clearance
- Bachelor's degree in public safety, public/business administration, local government legislative services or related discipline
- Training in conflict resolution, de-escalation, and/or mediation skills
- Experience working in a unionized environment and managing in a unionized environment
- A minimum of 5 years of management experience in municipal bylaw services, legislative services **OR**
- An equivalent combination of education, training, and experience

### Disclaimer:

The above statements are intended to describe the general nature and level of work being performed by people assigned to this position. This is a general list of responsibilities, duties and skills required of personnel so classified. Other related duties may be assigned in keeping with the general nature of the position.

**Hours of Work:** 70 hours biweekly, with a compressed work week (9 day fortnight schedule). Some flexibility is required to work outside of regular working hours.

**Salary:** Salary range: \$114,761.75 - \$126,111.81)\*, as well as a comprehensive benefits package.

*\*2024 rates. Posting will be updated with 2025 rates once available.*

This is an exempt position and is excluded from Union membership.

[Click here to apply.](#) If you encounter any issues with the form, please submit your resume and qualifications by email to [jobs@squamish.ca](mailto:jobs@squamish.ca) (**Quoting Competition #**) **To: #25-31** or submit your paper application to:



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Human Resources  
District of Squamish  
37955 Second Avenue, P.O. Box 310, Squamish, B.C., V8B 0A3

*As an equitable and inclusive employer, we value diversity of people to best represent the community we serve and provide excellent services to our citizens. We strive to attract and retain passionate and talented individuals of all backgrounds, demographics, and life experiences. If you require any adjustments to enable participation at any stage of the recruitment process, please contact in confidence [jobs@squamish.ca](mailto:jobs@squamish.ca) and include Accessibility in the subject line. We thank all applicants for applying.*