



**ABOUT THE OPPORTUNITY**

Respecting the interests of the Heiltsuk Nation, the Bylaw Enforcement Officer will support and promote and deliver culturally appropriate bylaw enforcement, animal control, and community safety services that protect residents, property, and community wellbeing. Reporting to the Associate Director, this employee plans, organizes, and carries out enforcement, education, and prevention-focused initiatives related to on-reserve bylaws, community safety priorities, and animal control. This role balances enforcement with public education, prevention, animal welfare, and peacekeeping approaches, including responding to animal related incidents, conducting vehicle and foot patrols, liaising with enforcement partners, and ensuring accurate incident documentation. Success in this role depends on good technical knowledge of bylaws, animal control practices, legislation, and court processes; effective planning and reporting; collaboration with community partners and external agencies; and a commitment to safety, cultural sensitivity, and enhancing quality of life within the community. This role maintains regular contact with the joint occupational health and safety committee members and is also responsible for preparing reports for management.

**ABOUT YOU**

You have a calm and steady demeanor in public relations, and you possess technical knowledge for the work. You have excellent interpersonal skills including exceptional communication and investigation skills – you gather information and you ask questions without judgement. You understand that informing and engaging your co-workers and citizens to gain their understanding and cooperation is crucial to the work. You have good written and verbal communication skills, and you are comfortable communicating with internal and external partners. You are comfortable with regularly communicating with others involved in the work service chain such as co-workers, court workers, lawyers, and professionals. You have an equivalent combination of training and experience, and you understand the ethical requirements related to protection of privacy, and you can demonstrate compassion for individuals served while also maintaining professional boundaries. You are a self-starter, safety conscious individual, with good organizational skills, and you are capable of effectively using Microsoft Office Suite. **Your competencies include:**

- Ethics
- Privacy Protection
- Public Safety
- Community Focus
- Communication
- Interviewing
- Reports/Recordkeeping
- Operate Vehicle
- Animal Control

**YOUR ESSENTIAL SKILLS INCLUDE**

- Post-secondary certificate or diploma in bylaw enforcement, community justice, security, or a related field; or an equivalent combination of education and experience.
- One (1) year of relevant experience working in a related field.
- Ability to work independently in a community-based setting with minimal supervision while exercising sound judgment and professionalism.
- Demonstrated skills in conflict de-escalation and decision-making in emotionally charged situations; verbal and written communication, including public education and incident reporting; organization, time management, and prioritization of multiple tasks.
- Good proficiency with Microsoft 365, including Outlook and Word.
- Commitment to culturally appropriate service delivery, community safety, and education-first approaches.
- Ability and willingness to drive a company vehicle for work; work outdoors in varying conditions; respond to after-hours or emergency calls as required; safely perform enforcement and animal control duties.
- Ability to obtain and maintain a satisfactory Police Information Check (Criminal Record Check).
- Valid BC Class 5 Driver’s License with an acceptable driver’s abstract.

**The following are considered assets:**

- Experience in bylaw compliance activities; animal control, public safety enforcement; court processes, investigations, evidence gathering, or report preparation.
- Experience working collaboratively with community partners, and enforcement agencies.
- Familiarity with bylaws and enforcement procedures.
- Demonstrated experience delivering public education or community awareness programs.
- Justice Institute of British Columbia (JIBC) Bylaw Compliance, Enforcement & Investigative Skills (Level 1 or higher), or willingness to obtain (employer paid).



- Experience working with or within Indigenous governments, or community-led safety programs.
- Training or certification in First Aid (OFA Level 1 or higher), WHMIS, OHS, or related safety disciplines.
- Experience handling domestic animals.
- Ability to speak or understand Heiltsuk.

We recognize the value of diverse educational experiences including cultural, academic, work, and lived experience. We encourage those who closely match the qualifications listed to apply. **Heiltsuk members and Indigenous applicants are encouraged to apply.**

**ABOUT THE COMPENSATION**

The rate of pay is **\$26.00 - \$28.00** per hour, pending education and experience. This employee will ordinarily work a regular schedule of 37.5 hours per week, Monday to Friday from 8:30 a.m. to 4:00 p.m. and on occasion will work extra-regular hours and overtime hours, evenings and weekends, as authorized by the manager. In addition to training opportunities, other benefits include a comprehensive group benefits package, and time off awards.

**HOW TO APPLY**

**Please submit your application to:**

Human Resources Recruitment  
Heiltsuk Tribal Council  
jobs@heiltsuk.ca

heiltsuk tribal  
council



**Closes: May 12, 2026, at 4:00 p.m. Remuneration:** Rate offered to the successful incumbent is pending certification(s), skills, experiences, knowledge.

*Please identify in your email subject line that you are applying to "011-2026 Bylaw Enforcement Officer."*

We thank all individuals for applying, but only those applicants selected for an interview will receive a reply.