

## Job Title: Bylaw Compliance Manager

# Position: Bylaw Compliance Manager

Division: Community Services

Department: Community Standards

Term: 1 Temporary Full Time position available for approximately 12 months.

Closing Date: 08/09/2024

Labour Group: SCMMA

Posting: 3499

### Job Summary

This position manages the Bylaw Compliance Section and is responsible for leading and coordinating all aspects of the City's bylaw enforcement including strategic alignment, guiding principles, and management commitments, service delivery, policy adherence and customer service.

### Duties & Responsibilities

- Manages assigned staff; hires, assigns work schedules, assesses staffing needs, identifies and pursues other resources if necessary and performs layoff and recall. Plans and approves staff development. Conducts performance management and, when required, disciplinary action.
- Develops and administers policies, procedures, standards and specifications for Bylaw Enforcement programs.
- Acts as liaison between Community Standards and other Departments and Divisions within the corporation to coordinate and/or establish programs and objectives related to Bylaw Enforcement.
- Collaborates with the Communications Division for the development of public education programs related to the section's activities.
- Represents the Division, Department and Corporation with City Councillors, the public, media, external partners and clients.
- Acts as liaison with other professionals, government agencies, property owners, consultants, and community and business associations regarding section matters.
- Prepares written and oral reports in response to enquiries of City Council, Committees of Council, senior administration and the public.
- Establishes and monitors the performance targets for the Section.
- Assists the Director in preparing and administering the annual capital and operating budgets for the Section.
- Implementing appropriate safety standards and promotes a safe work environment.
- Collaborates with the Division Director and General Manager to establish Division priorities and outcomes consistent with Department and Corporate Business Plans.
- Acts as Director of Community Standards, as required.
- Performs other related duties as assigned.

### Qualifications

- Degree in Engineering, Urban Planning, Business Administration, or related discipline.
- Seven to nine years progressively responsible experience in public administration including interpreting drafting and enforcing municipal bylaws, policies and regulations, including five years supervisory experience.
- Registered in an applicable professional association including Association of Professional Engineers and Geoscientists of Saskatchewan, or Canadian Institute of Planners and Saskatchewan Professional Planners Institute, or possession of a professional accounting designations.
- Possession of a valid Class 5 Saskatchewan Driver's Licence.
- Current driver's abstract from SGI demonstrating a safe driving record.
- A vehicle suitable for use in the performance of duties is required
- Extensive knowledge of the principles and practices of bylaw enforcement and operations in a municipal environment.
- Thorough knowledge of applicable municipal regulations, bylaws, and provincial legislation.
- Demonstrated ability to establish and maintain effective working relationships with the public, industry, professionals in various fields, and civic officials.
- Demonstrated possession of strong communications skills both orally and written, and proven ability to deal with difficult people and situations.
- Knowledge of generally accepted accounting, budgeting and financial procedures.
- Thorough knowledge of customer service issues, standards, measurement and policies.
- Demonstrated ability to resolve complex issues in a multi-disciplinary environment, including conflict management, facilitating collaboration amongst stakeholders, and delivering projects on schedule within budgetary constraints.
- Demonstrated project management skills showing a successful track record of initiating significant organizational process improvements and organizational change resulting in the delivery of reliable and responsible customer service.
- Demonstrated ability to make clear decisions in a prompt and consistent manner.
- Demonstrated ability to prepare and present complex technical reports, in both verbal and written forms.

**Weekly Hours:** 36.67

**Salary Range:** \$95,473.92 to \$112,058.88 CAD per annum (2023 rates)

### Diversity, Equity and Inclusion

The City of Saskatoon offers an inclusive workplace that embraces diverse backgrounds. As an equity partner with the Saskatchewan Human Rights Commission (SHRC), the City commits to diversity, equity and inclusion in our workplaces. By having our workforce reflect the community we serve, we support the realization of miyo-pimatisiwin, (me-o-pi-ma-ti-si-win) “the good life”, for all residents. To learn more about Diversity, Equity and Inclusion at the City, please visit [Saskatoon.ca/diversity](https://saskatoon.ca/diversity).

**Accommodation**

The City of Saskatoon strives to provide an accessible and inclusive workplace for all, including throughout the application and selection process through reasonable access and accommodations. Should you require accommodation through any stage of the recruitment process, please email [talentacquisition@saskatoon.ca](mailto:talentacquisition@saskatoon.ca).