

JOB POSTING

POSITION:	Seasonal Bylaw Services Ambassador
DEPARTMENT:	Planning & Building
TERM:	Maximum 6 months (June – October)
RATE OF PAY:	\$24.75 per hour (40 hours/week including evenings & weekends) <i>Less 10% during probationary period, plus 12% in lieu of benefits and statutory holidays</i>
POSTING DATE:	Tuesday, June 4, 2019
CLOSING DATE:	Wednesday, June 12, 2019 at 4:00 p.m.

JOB SUMMARY

This position plays a key role in the promotion of safer beaches, parks, recreational and cultural spaces to make them more attractive for use by the public of all ages during the busy summer season. It performs primarily the duties of educator and ambassador for the District of Ucluelet by monitoring and encouraging compliance as well as educating the public on the District's bylaws. This position is also responsible for the prompt reporting of any damage and hazards found to enable remedial action.

DUTIES & RESPONSIBILITIES

- Conduct regular patrols on foot, bicycle and vehicle.
- Interpret and explain bylaws and complaint procedures to residents and visitors.
- Prepare reports on monitoring activities, public interactions, and feedback as requested.
- Follow-up on received complaints as requested.
- Attendance and participation in meetings, as requested.
- Acknowledge and comply with time-sensitive issues to ensure effective resolution.

KNOWLEDGE, SKILLS & ABILITIES:

- Ability to manage positive interaction with the public, and resolve conflict as necessary.
- Ability to deal with stressful situations and to react quickly with good judgement, diplomacy and tact.
- Strong leadership attributes, with the ability to act in a professional manner.
- Ability to stand and walk for extended periods of time and work in all weather conditions (snow, heat, rain, wind, cold).
- Ability to work alone or within a team, under pressure at times.
- Ability to communicate effectively orally and written.
- Demonstrated knowledge and understanding of the Municipality's bylaws.

QUALIFICATIONS

- Preferred - Training in security or a combination of education and experience satisfactory to the employer.
- Valid Class 5 BC Driver's License.
- Customer service experience.
- Experience working in a municipal setting is an asset.
- First Aid/CPR certification is an asset.

Resumes and cover letters should be directed to the attention of:

Brent Ashton, Bylaw Officer, District of Ucluelet
PO Box 999, 200 Main Street, Ucluelet, BC V0R 3A0
Phone: 250-726-7744 Fax: 250-726-7335 E-mail: bashton@ucluelet.ca

For further information, please contact the District of Ucluelet at 200 Main Street, Ucluelet, BC, (Monday to Friday, between the hours of 8:30 am to 4:00 pm) or call 250-726-7744.

The District of Ucluelet wishes to express our appreciation to all applicants for their interest and effort in applying for the position and advise that only those selected for an interview will be contacted.