

EMPLOYMENT OPPORTUNITY LAC LA BICHE COUNTY

Development Compliance Officer Full-Time Permanent

This position is responsible for providing verbal and written advice to clients, resolving disputes, and obtaining compliance with Lac La Biche County's statutory planning framework and regulations of the Land Use Bylaw and/or the Building Code. This position is responsible for effectively managing enforcement action to ensure compliance by landowners and others with the planning and development framework and Building Code regulations. This position will perform duties in accordance with legislation, regulations, Codes of Practice and Council policies and procedures.

Responsible for:

- Monitor compliance with planning and development permit conditions imposed through approvals by the Subdivision or Development Authorities.
 - To review recent approvals to ensure compliance with conditions.
 - To carry out final inspections on completed developments to ensure compliance with permit conditions.
 - To undertake periodic audits of current planning permits.
- Investigate complaints into alleged planning breaches.
 - To inspect, monitor, and report on alleged planning or development breaches.
 - To collect and document evidence in relation to those alleged planning or development breaches.
 - To prepare reports and evidence for review and direction in relation to the alleged planning or development breaches.
 - To liaise with appropriate departments as required to ensure that co-ordinated enforcement action is taken.
 - To maintain a register of complaints and actions to ensure follow-up procedures are monitored and followed through to a satisfactory conclusion.
- Pursue enforcement action under relevant legislation.
 - To follow-up on non-compliance with planning and development legislation. This may require direct negotiation, written notification and legal action, if necessary.
 - To prepare applications and proofs of evidence for enforcement action.
 - To seek appropriate authorisation for the taking of enforcement action.
 - To brief legal counsel, as directed.
 - To represent the County before the Court in relation to alleged planning or development breaches.
- Positively contribute to the team by:
 - Ensuring the effective completion of day-to-day tasks in accordance with department objectives.
 - Actively participating in internal and external working groups in relation to planning and development matters as required.

Qualifications:

- Diploma in building, surveying, planning, compliance, enforcement or a similar field. Degree is preferred.
- A minimum of 3 years' experience in an investigative and enforcement role.
- Experience of planning approval processes.
- Experience in Local Government Administration.
- Knowledge of relevant planning legislation, the Rules of Evidence and the Court system.
- Experience in the description, analysis and completion of problem-solving tasks in a field related to Planning.
- Experience in dealing with the public at all levels.

- Experience in law enforcement practices and procedures.
- Sound knowledge in planning, policing, and bylaw enforcement
- Sound knowledge of applying the Municipal Government Act and associated provincial or municipal legislation in order to achieve compliance with building or development approvals;
- Ability to develop and use collaborative relationships to facilitate the accomplishment of work goals.
- Case work management to ensure efficient and effective time management while providing timely guidance and feedback to other team members;
- Strong knowledge of evidence collection methods and the ability to present evidence in the appropriate legal forum;
- Strong knowledge of ways to plan, organize, set priorities and manage time, so that organizational resources are optimized and objectives are achieved within an agreed timeframe.
- Experience in law enforcement practices and procedures.

Working Condition

- This position requires extended periods travelling throughout the County to document infractions of building and development regulations.
- This position relies on a high degree of autonomy in relation to interpretation of statutory obligations.
- This position requires decisions to be made under pressure in order to deal with specific issues and solve problems as they arise.
- This position requires the ability to analyse and balance competing interests, identify the implications of various *actions*, *consult with stakeholders* and *make sound recommendations on complex planning issues*.

Physical Conditions

This position requires the incumbent to review files on the computer, use various MicroSoft software to record information relevant to case management. The incumbent will be required to professionally approach landowners who have contravened the Land Use Bylaw or Building Codes in order to ensure compliance with these documents. This requires the incumbent to be extensively in the field in all weather conditions to collect information on infractions and to document them so that they meet rules of evidence in a court of law.

The successful candidates will be asked to provide a Driver's Abstract, Criminal Record Check, and Medical Assessment that meets with the satisfaction of the County

Salary range is: \$64,082.20 to \$82,919.20

Salary will be commensurate with experience and qualifications.

Lac La Biche County offers a comprehensive and competitive benefits package and pension plan.

Competition number: 28-DCO-18

Closing Date: Open until suitable candidate is found

Interested candidates are invited to forward their resume in strict confidence to:

Attention: Human Resources

Lac La Biche County

Box 1679

Lac La Biche, AB T0A 2C0

Fax : 1-888-421-2533

Email : hr@laclabichedcounty.com

We thank all interested applicants; however, only applicants selected for an interview will be contacted.