



## CLASSIFICATION SPECIFICATION

**Classification:** By-law Services Officer

**Pay Grade:** 22

### I. JOB FUNCTIONS

Performs inspectional and regulatory work to ensure compliance with various by-laws and regulations of the City. Issues new business licenses and review old licenses to ensure that zoning, business, mobile homes and trailers regulations are complied with. Lays charges and appears in Court. Writes MTI tickets and other enforcement methods.

### II. TYPICAL DUTIES

Conducts inspections to ensure compliance with various by-laws and regulations of the City.  
Reviews old and new licenses and ensures that zoning, business and other regulations are complied with.  
Enforces various regulations within the City.  
Lays charges and appears in Court.  
Investigates complaints of violation of zoning, business licensing and other as they apply to businesses.  
Prepares various reports, letters and maintains a variety of records.  
Reads and interprets various by-laws.  
Writes MTI tickets for violations to the business license by law.  
Assists other staff in performing their duties.  
Responds to inquiries from the public and others.  
Performs related duties as required.

### III. WORKING CONDITIONS/EFFORT

Indoor and outdoor work in all types of weather conditions.

### IV. KNOWLEDGE, ABILITY AND SKILL

Ability to communicate effectively both orally and in writing.  
Ability to understand and effectively carry out oral and written instructions.  
Ability to work independently and in a team setting.  
Ability to organize work projects.  
Ability to exercise good judgement in protecting the public and the Corporation's interests.  
Physical strength, stamina and coordination to carry out the duties of the position.  
Good knowledge of Surrey's policies, procedures, standards and by-laws.  
Ability to establish and maintain effective working relationships with the public, Municipal staff and others.  
Ability to maintain records.  
Good working knowledge of applicable safety regulations.  
Thorough knowledge of the business license approval process.  
Knowledge of by-laws, regulations, legal and court procedures.  
Ability to deal tactfully and firmly with different or difficult situations.  
Knowledge of investigation techniques.

### V. EDUCATION AND EXPERIENCE

Completion of Grade 12 supplemented by related courses. Previous experience and training in inspectional and regulatory work. An equivalent combination of education and experience may be considered.

### VI. LICENSES, CERTIFICATES

Valid BC Driver's License.