



THE CORPORATION OF THE TOWNSHIP OF UXBRIDGE EMPLOYMENT OPPORTUNITY

By-Law Services – Municipal Law Enforcement Officer - Parking Enforcement - Part-Time Position

Reporting to the Director of Development Services, By-Law, and Animal Control, this role is responsible for enforcing the Township of Uxbridge's parking regulations and applicable by-laws. Duties include conducting vehicle and foot patrols in assigned areas, issuing parking violation notices, promoting parking awareness, educating the public when appropriate, arranging for the towing of vehicles in violation of by-laws in accordance with established policies and procedures, and presenting evidence in court as required. The position also provides assistance with other by-law enforcement matters, including signs, parks, nuisance, noise, and related issues, as assigned.

Scheduled hours will be up to 24 hours per week and will include rotating days, evenings, weekends, and occasional nights. The hourly wage ranges from \$31.07 to \$36.35.

Qualifications include:

- Secondary School Diploma, with post-secondary education in Police Foundations, Law and Security, Law Enforcement, or a related field preferred.
- Minimum of one (1) year of directly related work experience, preferably in a municipal environment
- Working knowledge of Municipal By-Laws, enforcement processes, the Provincial Offences Act, the Municipal Act, the Highway Traffic Act, and court proceedings.
- Ability to accurately document investigations and maintain records suitable for enforcement and court purposes.
- Good organizational and report writing skills, accompanied with computer literacy and the ability to deal courteously and effectively with the public and staff.
- Proficiency with electronic enforcement systems, databases, and mobile technology.
- A demonstrated ability to exercise significant discretion and sensitivity, and an excellent ability to present oneself in a professional manner in various public environments and as a credible witness in court.
- Strong verbal communication and conflict resolution skills, including the ability to de-escalate challenging situations.
- Physically capable of performing duties under adverse conditions.
- Availability to work rotating shifts, which include weekends.
- Valid Ontario Class G Driver's Licence, in good standing
- Due to the responsibilities, successful candidate will be required to submit a clear Vulnerable Screening Criminal Record Check, prior to commencing employment.

If you are interested in joining our team, please forward your resume with cover letter to Hilary Williams, Director of Development Services, By-Law, and Animal Control at hwilliams@uxbridge.ca. Resumes will be accepted until Friday, January 23rd, at 4:30pm.

We thank all applicants and advise that only those to be interviewed will be contacted.

We are an Equal Opportunity Employer in accordance with the Accessibility for Disabilities Act, 2005 and the Ontario Human Rights Code (OHRC). The Township of Uxbridge will provide accommodations throughout the recruitment and selection and/or assessment process to applicants with disabilities and/or needs related to the OHRC. Personal information provided is collected under the authority of The Municipal Freedom of Information and Protection of Privacy Act.