



## PARKING ENFORCEMENT CASUAL CONTRACT POSITION

### **Municipal Law Enforcement Officer, Parking Enforcement**

Contract: Up to One Year

Up to 24 hour/week schedule

Rotating Days, Evenings, Weekends and Occasional Nights

Rate: \$22.21 – \$25.98 per/hr (Based on 2020 Rates)

### **DESCRIPTION:**

Reporting to the Manager of By-law Services, this role is responsible for the enforcement of the Township of Uxbridge by-laws and parking regulations including parking awareness, issuance of tickets, towing of vehicles and presenting evidence in Court. You will conduct vehicle and foot patrols of assigned areas ensuring compliance with the Township's parking by-laws as they relate to the parking of vehicles. Duties include issuing parking violation notices, educating the public when appropriate, arranging for the towing of vehicles in violation of the by-laws in accordance with established policies and procedures, and attending court to give evidence relating to parking violations, as required. Duties also include assistance with other by-law matters related to signs, parks, nuisance, noise, and others, as assigned.

### **QUALIFICATIONS AND EXPERIENCE:**

- Secondary School Graduate
- Post-Secondary education in Law Enforcement, Law and Security Administration, Police Foundations or related field;
- 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 Highway Traffic Act and court proceedings.
- Good organizational and report writing skills, accompanied with computer literacy and the ability to deal courteously and effectively with the public and staff.

- Valid Ontario “G” drivers licence, in good standing.
- Availability to work rotating shifts, which include weekends.
- 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.
- Physically capable of performing duties under adverse conditions.

We are an equal opportunity employer in accordance with the Accessibility for Ontarians with 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.

To be considered for this exciting opportunity, please apply by forwarding a cover letter and resume via email to the attention of Kristina Bergeron, Manager, By-law Services at [kbergeron@uxbridge.ca](mailto:kbergeron@uxbridge.ca). **Applications will be accepted up to September 14<sup>th</sup> at 5:00 p.m.**

We thank all those who apply, however, only those candidates selected for an interview will be contacted.