

## Municipal Law Enforcement – Parking Officer (Job # 2019-058-IE)

<b>Department:</b>	Corporate Services
<b>Status:</b>	Part-Time
<b>Date Posted:</b>	June 6, 2019
<b>Date Closing:</b>	<b>June 20, 2019 at 4:30 p.m.</b>
<b>Number of Positions:</b>	1
<b>Scheduled Hours/Shifts:</b>	Up to 24 hours per week, with rotating shifts including evenings, overnight and weekends
<b>Rate:</b>	\$31.60-\$34.70 per hour

### Position Purpose:

Reporting to the Supervisor, Municipal Law Enforcement, the position is responsible primarily for parking control but shall include investigations into potential violations of various by-laws in accordance with applicable legislation and departmental policies and procedures. The Parking Officer seeks compliance through negotiation and mediation and where compliance is not forthcoming, lays appropriate charges after carrying out a full investigation, collecting appropriate evidence including witness statements, in accordance with authorizing legislation, and prepares necessary documentation to facilitate a prosecution. Main duties include conducting patrols of Town streets for enforcement of parking violations and various private properties to identify Fire Route and Disabled Parking violations; collecting necessary evidence relating to violation; preparing and issuing notices or charging documents under the provisions of the Provincial Offences Act, as may be appropriate. Other duties relate to general law enforcement and investigative/court duties.

### Qualifications:

- College diploma/certificate in Law Enforcement or equivalent; Municipal Law Enforcement Officer certification is an asset
- Minimum two (2) years of related experience
- Advanced interpersonal and communication skills
- Superior customer service orientation with a focus on ensuring effective services while maintaining a positive, professional attitude
- Problem-solving skills, discretion and good judgement when handling confidential/sensitive information
- Effective organizational/coordinating and research skills; ability to prioritize work and to work under pressure to meet deadlines
- High degree of accuracy, attention to detail and record keeping skills
- Proficiency in Microsoft Office, Outlook, Word, Excel and PowerPoint
- Class G Driver's license in good standing
- Hold valid First Aid and CPR certificates
- Able to work shifts including evenings, overnight, weekends and statutory holidays, and to work outside in all weather conditions, including walking or sitting for long periods of time

### How to apply:

Please forward your resume in confidence by **June 20, 2019 at 4:30 p.m.**, identifying Job # 2019-058-IE in the subject line to [hr@townofws.ca](mailto:hr@townofws.ca).

**Committed to diversity and a barrier-free environment:** Whitchurch-Stouffville is an equal opportunity employer committed to an inclusive, barrier-free recruitment and selection process and as we grow, it's important that our workforce reflect the citizens we serve. At the Town, we respect, encourage, and celebrate our diversity. If contacted for an employment opportunity, please advise if you require accommodation.

**We thank all applicants for their interest in this position, however, only those applicants selected for an interview will be contacted.**