

## **Municipal Law Enforcement - Parking Officer** (Job # 2022-109-IE)

**Department:** Office of the CAO  
**Status:** Part Time, Temporary (Up to one year)  
**Date Posted:** September 13, 2022  
**Date Closing:** **September 27, 2022 at 4:30 p.m.**  
**Number of Positions:** 2  
**Scheduled Hours/Shifts:** Up to 24 hours per week (rotating shifts including evenings, overnight and weekends)  
**Rate:** \$34.15 - \$38.42 per hour

### **Position Purpose:**

Reporting to the Manager, 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 **September 27, 2022 at 4:30 p.m.**, identifying **Job # 2022-109-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.

As a result of the COVID-19 pandemic and in support of the Town's commitment to a healthy and safe workplace, the Town has a vaccination requirement for all employees. Successful candidates will be made an offer of employment on the condition of being fully vaccinated against COVID-19. Fully vaccinated is defined as having received all of the required doses of a Health Canada approved vaccine 14 days prior to your start date.

Successful candidates will be asked to provide proof of full vaccination. In the event that that a candidate is unable to be vaccinated as a result of a ground protected by applicable provincial human rights legislation, the Candidate may submit a written explanation of the ground and any supporting documentation to determine if they are exempt from this requirement.

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