



## **PARKING ENFORCEMENT OFFICER (Contract – Maternity Leave – 18 Months)**

**Salary Range is \$50,796 - \$61,643 in addition to a comprehensive pension and benefit package.**

The Parking Enforcement Officer, under the direction of the Supervisor of Enforcement, will primarily be responsible for the enforcement of the Town's Traffic & Parking By-Laws but is also expected to assist with the enforcement of other Town By-Laws as needed. This position assists with the implementation of traffic and parking controls for special events and is responsible for the maintenance and resupply of parking meters. This position will also be assigned related training and scheduling responsibilities for Contract Enforcement Officers.

The ideal candidate will have:

- Completion of a two-year Law & Security college program or equivalent.
- Minimum two (2) years of progressive experience working in municipal enforcement.
- Certification via Municipal Law Enforcement Officers Association an asset.
- Clean Record of Offences and screening report required.
- Valid Driver's License.
- Valid CPR & First Aid Certification an asset.
- Experience working in a customer service environment.
- Knowledge of court procedures.
- Familiarity with techniques for interacting with individuals in person and over the telephone
- Strong sense of ethics and the ability to handle sensitive or private information with tact and discretion
- Ability to effectively communicate both verbally and in writing
- Ability to work individually as well as part of a team
- Demonstrated time management skills

Resumes and supporting documentation will be accepted until Sunday, December 9, 2018 to [sstevens@notl.org](mailto:sstevens@notl.org). The Town of Niagara-on-the-Lake is an equal opportunity employer. Accommodations for job applicants with disabilities are available on request. The Corporation of the Town of Niagara-on-the-Lake is an equal opportunity employer.

[www.notl.org](http://www.notl.org)

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