



## **JOB OPPORTUNITY**

### **Parking Enforcement Officer**

#### **Working for City of Thorold**

By joining the City of Thorold team, you will be choosing to become part of the fastest growing municipality in the beautiful Niagara region.

Working with us means a great pension, superb benefits package and a supportive and collaborative team environment. We invest in our people and prioritize creating opportunities for our employees to learn and grow in their roles.

We are proudly home to Canada Games Park, an internationally recognized and certified athletics and wellness facility. Our 300+ acres of parks and trails, two community centers, two arenas and outdoor pool are what makes Thorold the ideal place to build your career.

#### **Primary Function**

The role of the Parking Enforcement Officer is to enforce the City of Thorold's various parking related by-laws. The Officer's responsibilities include patrolling on-street and off-street parking areas, public education of parking regulations, issuance of tickets, towing of vehicles and presenting evidence in Court and/or Appeals.

#### **Duties and Responsibilities**

- Enforce municipal parking regulations, initiate/receive complaints and/or enquiries and issue warnings and citations for violations
- Patrols on-street and off-street parking areas
- Input and track all tickets and payments in parking software system, run reports and send out notices as required
- Direct and co-ordinate the removal of vehicles by the City's towing contractors in accordance with the traffic by-laws and the City's contract
- Submit violations to the Ministry of Transportation and Provincial Offences Office
- Provide information to the public regarding parking regulations and facilities
- Appear as a witness at appeals and court pertaining to challenged parking infractions
- Ensure the highest standards of confidentiality and integrity at all times
- Optimize and use initiative on a daily and ongoing basis to execute efficient work practices

- Work in a safe manner promoting health and safety at all times and compliance with the Occupational Health & Safety Act
- Participate in regular team meetings and support team building
- Work closely with departmental staff
- Other duties as assigned

### **Education/Experience**

- Completion of a two (2) year college program in a directly related discipline (e.g. Law & Security, Police Foundations)
- Minimum of one (1) year relevant work experience
- Certification via Municipal Law Enforcement Officers Association considered an asset
- Valid Class 'G' driver's license

### **Conditions of Employment**

Required to work under the general supervision of the By-Law Enforcement Supervisor in an outdoor environment in all weather conditions with occasional office work involving mental and visual concentration with frequent interruptions. Work closely with departmental staff.

The above statement reflects the principal functions and duties as required for proper evaluation of the job. Other related duties can only be considered part of the job if they directly relate to the primary function contained herein.

**Job Location:** City Hall  
3540 Schmon Parkway, Thorold

**Job Rate:** \$28.60

**Job Type:** Unionized

**Hours of Work:** 35 hours per week. Must be available to work weekdays, evenings and weekends as needed.

Interested candidates are invited to submit their detailed resume and cover letter to the Manager of Human Resources, via [hr@thorold.ca](mailto:hr@thorold.ca) no later than **February 25, 2024.** Please indicate the position you are applying to in the email subject line. **Only those applicants selected for an interview will be contacted.**

In accordance with the Accessibility for Ontarians with Disabilities Act, 2005 and the Ontario Human rights code, the City will provide accommodation to applicants with disabilities throughout the recruitment, selection and/or assessment process. If selected to participate in the recruitment, selection and/or assessment process, please inform staff of the nature of any accommodation(s) that you may require.

Information is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act and will be used for employment assessment purposes.