



# Summer Student – Bylaw Services

## Job Posting #2019-35

**(June - August 2019)**

To be eligible to apply for the following summer student position, you must provide proof that you are enrolled in full time post-secondary education.

The City of Niagara Falls is currently looking for one (1) student for a summer position within our By-law Division.

### **Responsibilities:**

Reporting to the Manager of By-law Services, the student will perform the following duties:

- File maintenance (includes scanning and indexing)
- Log complaints on computer and discuss nature of complaints with callers/complainants
- Remove unauthorized signs from public property
- Inspect and document (via digital photos) of bylaw violations
- Inspect and assist with the City's Rat Rebate program
- Involved in other projects as needed.
- Other related duties

### **Qualifications:**

- Possess a valid 'G' driver's license.
- Proficiency with Microsoft Word and Excel are required and previous experience in an administrative, co-ordination and/or customer service role is highly desired.
- Enrolled in a related field is also desired (ie: law and security, criminal justice, criminology, social sciences) NOTE: proof of return to school full-time in September will be required.
- Appropriate work/protective clothing and CSA-approved safety footwear is required.

### **Work Schedule and Rate of Pay:**

- 8:30 am to 4:30 pm Monday to Friday and weekends on rotation
- \$14.66 per hour (2018 rate of pay)
- 35-hour work week

To apply, please submit your cover letter and resume for each position through the City's website [www.niagarafalls.ca](http://www.niagarafalls.ca) (click on the "Careers and Employment" tab), by 4:30 p.m. on **Monday, May 27, 2019**

The City of Niagara Falls is an equal opportunity employer committed to inclusive, barrier-free recruitment and selection processes and work environments. Upon request, the City will accommodate the accessibility needs of applicants under the Ontario Human Rights Code and the *Accessibility for Ontarians with Disabilities Act (AODA)* throughout all stages of the recruitment, selection and interview process. Personal information is collected under the authority of The *Municipal Act* and will only be used to determine suitability for this position. We thank all applicants for their interest, but only those advancing through the selection process will be contacted.