



## POSITION VACANCY

<b>Call Number:</b>	<b>2024-41</b>
<b>Position:</b>	<b>Parking Enforcement Officers - Students</b>
<b>Type of Vacancy:</b>	Summer Student – Non Union May to September 2024
<b>Work Schedule:</b>	Wednesday to Sunday Rotating shifts including days and afternoons 35 hours per week
<b>Hourly Rate:</b>	\$19.00 per hour (2024 rate under review)
<b>Posting Date:</b>	March 19, 2024
<b>Closing Date:</b>	<b>April 2, 2024 at 4:00 pm</b>

The City of Niagara Falls Transportation Parking Division is looking for students to join our team for the 2024 season. We are seeking positive and energetic individuals to patrol assigned areas, such as municipal parking lots, city streets and private lots (when required) to ensure motorists are abiding to the posted parking regulations through either paid time, time limit restrictions and not occupied posted areas of restriction. Vehicles not within these conditions will be subject to the Parking Enforcement Officer students to issue a penalty notice to the motor vehicle or presented to the driver, where possible.

### **Responsibilities:**

- Act as an ambassador for the City of Niagara Falls by demonstrating a positive demeanor.
- Provide helpful information to residents and tourists such as directions.
- Patrol an assigned area by vehicle or on foot to ensure public compliance with existing parking ordinance.
- Write warnings and citations for illegally parked vehicles.
- Request the movement or correction of illegally parked vehicles where possible.
- Maintain assigned equipment and supplies such as hand-held citation phones, printers, handwritten citation books and rain gear.
- Respond to and make calls regarding parking violations and complaints.
- Identify malfunctioning equipment such as pay and display machines.
- Maintain close communications with dispatching personnel, other officers and/or City parking enforcement staff.
- Provide guidance to public on pay and display machines, mobile parking apps and traffic/movement direction.

**Requirements:**

- Enrolled in full-time post-secondary studies for the semester preceding the upcoming summer or a recent graduate from a recognized law and security program.
- Valid Ontario Class G licence.
- Able to work independently and effectively with minimal supervision.
- Able to walk for extended durations without difficulty or fatigue.
- Strong conflict resolution skills.
- Understands and can interpret and explain bylaws and regulations to the public.
- Can maintain a positive and courteous demeanor.
- Able to work in various weather conditions
- Able to work rotation shifts including days, afternoons and weekends

**To Apply:**

Submit your cover letter and resume at [www.niagarafalls.ca/jobs](http://www.niagarafalls.ca/jobs)

Applications must be submitted online and will be accepted until 4:00 p.m. on **April 2, 2024**.

*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 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 by email.*