



# POSITION VACANCY

<b>Call Number:</b>	<b>2024-52</b>
<b>Position:</b>	<b>Bylaw Enforcement Student</b>
<b>Type of Vacancy:</b>	Summer Student May to September 2024
<b>Work Schedule:</b>	8:30 am to 4:30 pm weekdays with possible weekend shifts (hours may vary) 35 hours per week
<b>Hourly Rate:</b>	\$19.44 per hour
<b>Posting Date:</b>	May 8, 2024
<b>Closing Date:</b>	<b>May 22, 2024 at 4:00 pm</b>

The City of Niagara Falls Bylaw Enforcement division is looking for a student to join our team for the 2024 season. We are seeking a positive and energetic individual to assist the Manager of Bylaw Services with a variety of tasks.

### Responsibilities:

- Scanning, indexing and maintaining files.
- Log and discuss the nature of complaints with the public
- Remove unauthorized signs from public property
- Inspect and document bylaw violations via digital photos
- Inspect and assist with the City’s Rat Rebate program
- Involved in other projects as needed

### Requirements:

- Possess a valid ‘G’ class Ontario 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 (ie: law and security, criminal justice, criminology, social sciences) for the semester preceding the upcoming summer and returning to full time post-secondary studies in the following September.  
NOTE: proof of return to school full-time in September will be required.
- Appropriate work/protective clothing and CSA-approved safety footwear is required.
- Effective communication and interpersonal skills

### 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 **May 22, 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.*