



City of Niagara Falls POSITION VACANCY

Proud to be recognized as one of Hamilton-Niagara’s Top Employers for 2025!

The City of Niagara Falls is a dynamic and internationally renowned city with a prosperous business community and economic foundation anchored by tourism, manufacturing, retail and knowledge-based sectors. Located at one of the natural wonders of the world and in the heart of North America’s most affluent consumer markets, we are linked to the world by extensive road, rail, air, water and telecommunication networks. With over 14 million visitors a year and a growing resident population of over 95,000, we invite you to discover why Niagara Falls is a premier place to live, work, and play.

Call Number:	2025-22
Position:	Bylaw Enforcement Student
Type of Vacancy:	Summer Student May to September 2025
Work Schedule:	8:30 am to 4:30 pm weekdays with possible weekend shifts (hours may vary) 35 hours per week
Hourly Rate:	\$19.89 per hour+ 4% vacation pay Individuals have the opportunity to join the OMERS pension plan
Posting Date:	March 7, 2025
Closing Date:	March 21, 2025 at 4:00 pm

The City of Niagara Falls Bylaw Enforcement division is looking for a student to join our team for the 2025 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

Applications must be submitted online and will be accepted until 4:00 p.m. on **March 21, 2025**.

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.