



2022 STUDENT VACANCY POSTING

	EMPLOYEE GROUP: CUPE Hours worked per week: up to 35
Position: Student Assistant, Municipal Enforcement Grade: Student 2 Wage Rate: \$15.785 / hour (October 2021)	Department / Division: Community & Development Services / Building & Municipal Enforcement Services

DIVISION OVERVIEW:

The Building & Municipal Enforcement Services Division's role is to ensure building code compliance for the health and safety of County residents and to enforce by-laws and implement programs that protect persons and property from a "public good" perspective. The Division focuses on assisting contractors and property owners as an educational resource and support in the growth in our Community.

Municipal Enforcement services include:

- enforcement of approved municipal and provincial regulations
- parking enforcement
- enforcement as required of a number of County By-law standards related to and including parks, property and clean yard
- educating the public through the media
- encouraging a lifestyle that is safe and harmonious within the community.

EDUCATION & EXPERIENCE:

- Must be enrolled in post secondary education and returning to school on a full-time basis September.

Accountabilities / Tasks

Include, but are not limited to, the following:

- Provide proficient and accurate customer service to the public.
- Become familiar with the County's Bylaws and enforcement processes.
- Plan organize patrol schedules for parking enforcement program.
- Issue Parking tickets when clear violation is evident.
- Keep excellent notes of each parking investigation.
- Take photographs of parking violations.
- Maintain a detailed daily note book.
- Undertake administrative actions required to ensure appropriate follow up of inquires and cases.
- Ensure clear documentation is accurate and documented properly.
- Update and enter all occurrence into CityVpiew as required.
- Prepare evidence for court when needed.
- Attend court when needed.
- Assisting Municipal Enforcement officers as needed.
- Complete projects as assigned.

- Other duties as assigned.

All Haldimand County employees are expected to:

- work safely and respect others in the work place
- maintain confidentiality
- work within policies and procedures determined by Haldimand County and / or legislation relative to the function

This position requires:

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| - a current (within the past 6 months) Police Check | YES – OPP LE 219 or equivalent (18+ years) |
| - COVID-19 vaccine (must be fully vaccinated) | YES |

AN EQUAL OPPORTUNITY EMPLOYER

Accommodation is available for any applicant with a disability, as it relates to the recruitment process of this position. Upon request, Haldimand County will consult with the applicant and provide, or arrange for the provision of a suitable accommodation in a manner that takes into account the applicant's accessibility needs due to disability.