

## City of Pembroke

### **By-law Enforcement Officer (Summer Student) Job Summary**

Planning and Building Department

Reporting to the Manager – Planning, Building and By-law Enforcement

Rate of Pay - Ontario Minimum Wage

#### **Education, Skills, Abilities**

1. Must be currently enrolled in a post-secondary law program
2. Valid Class "G" Ontario Driver's License
3. Must be bondable
4. Must have math & Computer skills
5. Must be able to perform the duties
6. Highly effective communication and customer service skills
7. First Aid and CPR certificates will be considered an asset
8. Bilingualism will be considered an asset

#### **Responsibilities**

Reporting to and under the direction of the Manager – Planning, Building and By-law Enforcement, to be responsible for enforcing the by-laws implemented throughout the City of Pembroke, including the Parking By-Law. Patrol by foot and by car to monitor for by-law parking infractions throughout the City and ticket as necessary.

#### **Duties**

1. Take field note information and complete diary on a daily basis.
2. Respond to public inquiries in a courteous manner, with tact and diplomacy within the scope of knowledge.
3. Must possess and exercise a high degree of accuracy in day-to-day activities
4. Maintain up-to-date knowledge and understanding of the City's By-laws, the *Provincial Offences Act* and the *Occupational Health and Safety Act*.
5. Assist with coin collection and maintenance of parking meters as requested.
6. Assist with provision of evidence and testimony at court, as required.
7. Must be able to perform other related duties as assigned.

#### **Hours of Work:**

Approximately 35 hours per week, varying schedule.

The foregoing description reflects the general duties necessary to describe the principal functions of the job identified and shall not be construed to be all of the work requirements that may be inherent in this position.

As a condition of employment, candidates must maintain a valid Ontario driver's licence in good standing and will also be required to sign a Confidentiality Agreement. Candidate must supply their own personal CSA approved steel-toed work boots and work clothes.