



Town of Midland – Job Posting

Position Title: By-Law Summer Student
Openings: One (1)
Status: Seasonal / Student full time
Department: Operations / By-Law
Hours: 35 hours per week (based on the needs of the business)
Duration: May 6, 2019 – September 2, 2019
Wage Rate: \$14.00 - \$ 17.00 per hour
Closing Date: **February 24, 2019**

The Town of Midland is currently seeking a **By-Law Summer Student starting May 6, 2019**, to work as part of a team to assist the Traffic Bylaw Officer II with the collection of meter revenues, enforce the provisions of the Town of Midland parking bylaw, issue parking infraction notices. undertake vehicle and foot patrols as required.

As our ideal candidate, you are between the ages of 15 and 30, with an interest to gain the skills, work experience and abilities to transition successfully into the labour market. Preference will be given to students enrolled in law enforcement, experience in public relations, interpersonal skills to give information and respond to complaints, and organizational skills to perform a variety of functions and meet multiple deadlines. You will have excellent customer service and communication skills along with an ability to work effectively in a team. You will hold a valid Ontario “G” Driver’s License and First Aid/CPR certification with working knowledge of municipal by-law would be an asset.

More detailed job descriptions are attached.

APPLY IN CONFIDENCE TO:

Human Resources 575 Dominion Avenue, Midland, ON L4R 1R2

Email: hr@midland.ca

No phone calls please

The Town of Midland is committed to an inclusive, barrier-free environment. Accommodation will be provided in all steps of the recruiting process. Please advise the Human Resources Department if you require any accommodations to ensure you can participate fully and equally during the recruitment and selection process. The Town of Midland is a scent sensitive environment and we ask all applicants to refrain from wearing scents should they attend our offices.

Note: We thank all applicants that apply and advise that only those to be interviewed will be contacted. In accordance with the *Municipal Freedom of Information and Protection of Privacy Act*, personal information is collected under the authority of the *Municipal Act 2001*, S.O. 2001, c. 25, and will be used for the purpose of candidate selection.



Town of Midland – Job Description

Position Title: By-Law Summer Student
Department: Operations / By-Law
Reports to: Municipal Law Enforcement Officer

DUTIES & RESPONSIBILITIES

- Assist the Traffic Bylaw Officer II with the collection of meter revenues
- Enforce the provisions of the Town of Midland parking bylaw
- Issue parking infraction notices
- Undertake vehicle and foot patrols as required
- Assist in the maintenance and repair of parking equipment
- Help inventory parking lot infrastructure
- Adhere to all Health and Safety policies and procedures established by the Town of Midland
- Perform other duties as may be assigned from time to time

QUALIFICATIONS

- Currently enrolled in secondary or post-secondary education
- Must possess valid Ontario Class “G” Driver’s License
- Experience in public relations, interpersonal skills to give information and respond to complaints
- Ability to deal with agitated and/or aggressive people
- Strong computer skills in MS Office, and data entry
- Organizational skills to perform a variety of functions and meet multiple deadlines
- Excellent customer service and communication skills
- Ability to work effectively in a team.
- Knowledge and/or training in CPR, First Aid and WHMIS are an asset
- Working knowledge of municipal by-law is an asset
- Must be physically capable of performing required duties.

WORKING CONDITIONS

- Approved CSA safety boots **must** be purchased by students and worn at all times
- Staff shirts will be supplied by the Town and **must** be worn at all times.
- Work outdoors in all types of weather conditions
- May be required to work occasional evenings and special events.

EFFORT

- Physical demand requires standing, sitting, lifting, crouching and walking.
- Visual attention for health and safety compliance and personal safety while on the job.