



The Corporation of the Town of Cobourg

Parking and Waterfront By-Law Enforcement Summer Student

The Corporation of the Town of Cobourg is looking for qualified candidates to fill the role of By-Law Enforcement Summer Students for the summer of 2020.

The By-law Enforcement Student will be responsible to enforcing Municipal Parking and Waterfront By-Laws.

Responsibilities:

- Provide superior and professional customer service to the general public;
- Conduct daily patrol checks of assigned areas via foot or vehicle patrol;
- Proactively respond and resolve emergency situations and conflicts, independently or with support as required for safety and personal protection;
- Prepare routine reports;
- Investigate complaints and enforce other regulations with tact, impartiality, firmness using sound judgment and respect;
- Judgement is exercised in ensuring that all by-laws are enforced precisely and fairly;
- Judgement is exercised in ensuring that decisions regarding violations can be fully supported

Required Skills and Qualifications:

- Must be currently enrolled in a post-secondary education institution in Police Foundation program, Law and Security program, or related field and be returning to school full time at the next available term.
- Must have a valid Class G2/G Driver's License with a clean driver's abstract and access to a reliable vehicle
- Must be able to work outdoors regardless of weather
- Must be able to walk 15 to 20 km on daily basis
- Proficient with computers and a computerized ticketing system
- Able to lift up to 50 lbs. (cash boxes)
- Excellent interpersonal skills with the ability to develop and maintain effective working relationships.
- Ability to communicate courteously, effectively and with tact, both orally and in writing.
- Good organizational skills, possesses sense of thoroughness and demonstrated ability to work independently and the ability to seek assistance when required for support.
- Computer skills including working knowledge of Microsoft Office applications such as Word, Excel, Access and PowerPoint.
- Must obtain a Satisfactory Police Record Check upon employment
- Must have or be willing to obtain prior to hire First Aid/CPR Certification

Working Relationships:

Inside the Corporation: By-Law Enforcement Officer, Municipal Clerk, and other Municipal Employees as required.

Outside the Corporation: Cobourg Police Service, External Service Contractors and other provincial enforcement agencies as necessary.



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HOURS OF WORK: 35hrs/wk. Shifts vary between the hours of 8am – 8pm seven days a week including statutory holidays.

WAGE: The hourly wage is \$14/hr

Interested applicants should forward their resume in confidence no later than [January 27, 2020 at 12 noon](#) to the attention of:

Human Resources Department

Corporation of the Town of Cobourg
55 King Street West
Cobourg, ON
K9A 2M2

Fax: (905) 372-8819

Email: careers@cobourg.ca

****Note all summer student positions are subject to budget approval and will only be hired if approved in the 2020 budget****

We thank all applicants however only those selected for an interview will receive a response.

In accordance with the Municipal Freedom of Information and Protection Privacy Act, the information gathered is collected pursuant to the Municipal Act, 2001, as amended. The Town of Cobourg is an equal opportunity employer that is committed to inclusive, barrier-free recruitment and selection processes. If contacted for an employment opportunity, please advise Human Resources if you require accommodation.