

JOIN OUR TEAM!



THE ROLE

Summer Assistant, Municipal Law Enforcement

This is a temporary full-time role at the County. The hourly compensation for this role is \$18.21.

THE OPPORTUNITY

The role of Summer Assistant, Municipal Law Enforcement makes a meaningful impact in ensuring safety and well-being of County residents. This includes a large range of dynamic responsibilities including upholding and enforcing parking regulations on Municipal roads and parks, assisting Senior Municipal Law Enforcement Officers and much more!

If you want to ensure safety within your community, and learn more about Municipal Law Enforcement. Apply today to become an essential part of the Haldimand County Team!

THE PERKS

- Lieu of Vacation
- Defined Benefit Pension
- Business Casual Workplace
- Wellness Programs
- Safe & Friendly Work Culture
- Emotional & Teambuilding Supports
- Career Growth
- Networking Opportunities



- Enrolled in post-secondary education related to discipline
Returning in September full-time



- No prior experience required



- Interpersonal Communication
- Self-Direction
- Emotional Intelligence

THE COUNTY

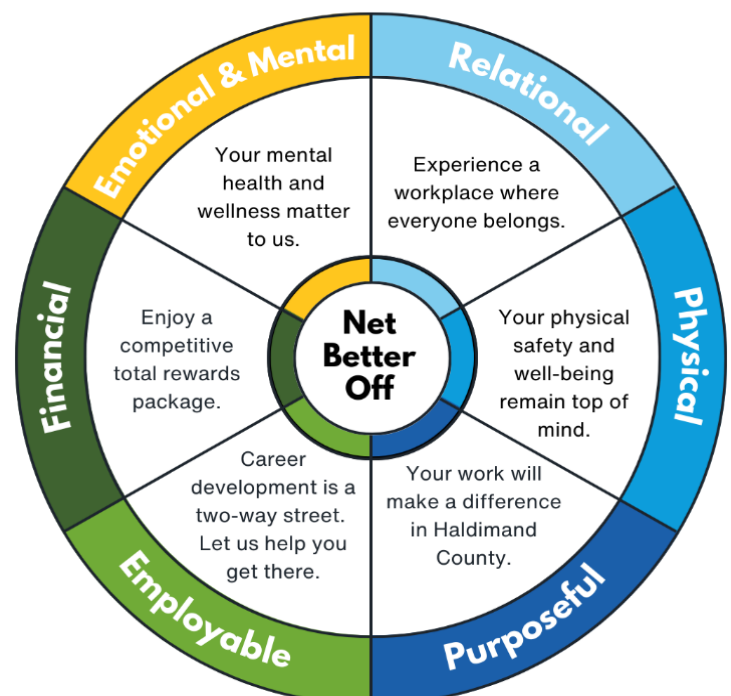
Haldimand County is committed to providing valuable work experience for students - without having to leave your community. Student positions are designed to provide leadership opportunities with future room for growth. With a focus on excellence, our county stands as an outstanding place to work and live. By joining our dynamic team, you open the door to a rewarding experience where we prioritize the skills to help you grow.

At Haldimand County, we believe in the Net Better Off philosophy. This means we're passionate about helping our staff thrive and advance in an inclusive workplace.

THE NEXT STEPS

If this sounds like you, please submit your application online at www.haldimandcounty.ca/careers.

This posting closes on **January 31, 2024 at 4:30 p.m.** Visit our careers page for more opportunities.



JOB DESCRIPTION

Student Assistant, Municipal Law Enforcement

POSTING PERIOD: December 15, 2023 – January 31, 2024	Employer Group: CUPE Local 4700 (Haldimand) Reporting To: Supervisor, Building & Municipal Enforcement Services
Grade: Student 2 Wage Per Hour: \$18.21/ hr (October 2023)	Position Status: Temporary Full-Time Hours Worked Per Week: Up to 35 Location: Haldimand County Administration Building

CORE COMPETENCIES:

Interpersonal Communication | Emotional Intelligence | Self-Direction

POSITION & DIVISION SUMMARY:

The Building & Municipal Law Enforcement Services Division's role is to ensure building code compliance for the health and safety of County residents and to enforce by-laws, parking regulations 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.

This role will contribute to the diverse tasks within Municipal Law Enforcement, encompassing the following duties: upholding approved regulations, ensuring property standards compliance, managing parking enforcement, overseeing Animal Control and School Crossing Guards, disseminating public education through media channels and promoting a safe and harmonious lifestyle within the community.

QUALIFICATIONS, KNOWLEDGE & SKILLS

Education

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

Experience

- No prior experience required however any previous experience or education related to the core discipline (Law Enforcement, Criminology, Police Foundations) is considered an asset.

Knowledge/Skills

- Demonstrated fundamental computer skills to perform basic tasks on various technological devices and programs
- Basic knowledge of MS Office (Word, Excel, Outlook, PowerPoint)
- Become familiar with CityView software system
- Attention to detail is crucial
- Excellent written and oral communication skills are essential
- Time Management skills
- The ability to work independently is essential
- Technology Aptitude:
 - Demonstrated fundamental computer skills to perform basic tasks on various technological devices

and programs while adhering to cybersecurity and an awareness of best practices.

RESPONSIBILITIES

The incumbent is expected to but not limited to:

People

- Provide proficient and accurate customer service to the public.

Functional

- Bylaws
 - Become familiar with the County's Bylaws and assist in enforcement processes.
 - Plan and organize patrol schedules for parking enforcement programs.
 - Assist Senior Municipal Law Enforcement Officers in the enforcement of the Clean Yards By-law and as needed in other areas.
- Parking Violations/ Enforcement
 - Issue parking tickets when clear violation is evident.
 - Keep excellent notes of each parking investigation, by maintaining a daily and detailed notebook.
 - Take photographs of parking violations.
 - Prepare evidence for court when needed.
 - Attend court when necessary or required.
- Administrative Work
 - Undertake administrative actions required to ensure appropriate follow-up of inquiries and cases.
 - Ensure documentation is accurate and documented properly.
 - Update and enter all occurrences into CityView as required.

Demonstrate commitment to the Haldimand County Code of Conduct.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the job.

POSITION REQUIREMENT(S):

A Current (within the past 6 months) Police Check	OPP LE 219 or Equivalent (If 18+ years old)
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Haldimand County envisions all County staff to possess a high degree of Ethical Behaviour & Professionalism, Political Acumen, Relationship Management, Credibility, Flexibility & Adaptability, Empathy & Compassion, Entrepreneurship, and Customer Service.

Haldimand County is an equal-opportunity employer who strives for inclusivity and belonging for all. Accommodation is available at any stage of the hiring process to applicants with differing abilities. If you require accommodation at any stage of the hiring process, please contact us at hrhelpdesk@HaldimandCounty.on.ca.

We thank you for your interest in working for Haldimand County. Only candidates selected for an interview will be contacted.