

## **Town of South Bruce Peninsula**

### **Beach and Parking By-Law Enforcement Officer**

#### **Position Description**

Reports to: By-Law Enforcement Officer

Status: Seasonal Full Time

Last Revised: February 3, 2022

Hours: 40 per week-flexible

#### **Summary of Duties**

The Beach and Parking By-Law Enforcement Officer is responsible for the enforcement of Town by-laws on the beach at Sauble Beach, troubleshooting and assisting with the operation of the Paid Parking machines and is responsible for the enforcement of parking regulations in parking lots and on streets at Sauble Beach.

#### **Qualifications**

1. Minimum secondary school graduation is preferred
2. Clear criminal record check
3. Knowledge of law enforcement practices would be preferred
4. Excellent written and oral communication skills
5. Must be 18 years of age or older
6. Aptitude for repair and maintenance of electronic/mechanical/computerized equipment
7. Clear driving record if required to operate Town vehicles

#### **Responsibilities**

1. Enforcement of by-laws
2. Liaise with beach and parking patrons
3. Issue tickets for violation of by-laws
4. Patrol the beach and streets on foot
5. Liaise with Town staff and other government and non-government agencies
6. Operate radios and ticket enforcement devices as required
7. May be required to attend court to defend tickets and Provincial Offences Notices issued
8. Advise parking patrons regarding methods of payment for parking
9. Assist parking patrons with use of parking meters and other methods of payment for parking
10. Troubleshoot problems with the parking meters as required
11. Repair parking meters and advise superiors of repairs required
12. Place machines out of order as required
13. Other related duties as assigned

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## **Working Conditions**

1. Hours will be flexible and include evenings and weekends.
2. Required to work in varying weather conditions for prolonged periods of time
3. Potential to encounter unhappy patrons
4. Will be required to maintain a professional and courteous attitude
5. Will be required to maintain a neat and tidy appearance
6. Physical fitness required to permit walking and standing for prolonged periods of time
7. Required to perform precision and sensitive repairs with extreme care and caution