

DEPARTMENT:	<i>Engineering</i>	STATUS:	<i>Regular Full Time</i>
NO. OF POSITIONS:	<i>One</i>	UNION:	<i>CUPE, Local 387</i>
HOURS OF WORK:	<i>37.5 hours / week*</i>	SALARY:	<i>\$55,840 to \$65,625 per annum + comprehensive benefits package (2021 rates)</i>

This is a customer centric, compliance oriented regulatory enforcement role in which you will patrol the City districts and parkades by vehicle and on foot to ensure compliance with Street and Traffic Bylaw and other regulations. You will be responsible for issuing warning notices or tickets for Bylaw infractions; explaining and interpreting Bylaw regulations to the public, appearing in court or at hearings to give testimony and performing other assigned work as required.

This role will also provide support and relief to the Street Use and Parking Enforcement Officer – Meter Maintenance as required. You will be responsible for the servicing of parking meters and pay stations; collecting revenues from parking meters and pay stations; and reporting faulty or broken pay stations and meters to a supervisor.

**If you have the following characteristics and qualifications, we want to hear from you:**

- Grade 12 including and related training and experience in enforcement or regulatory work or an equivalent combination of education and experience. Preference will be given to candidates with Bylaw Level 1 and Bylaw Level II.
- Strong knowledge of New Westminster’s Street and Traffic Bylaw as related to the work performed.
- Knowledge of the methods, materials and tools used in servicing and repairing parking meters and pay stations.
- Excellent customer service skills and ability to deal with the public in a firm but tactful manner.
- Sound knowledge of City regulations governing street use permitting and parking matters.
- Sound knowledge of municipal street layout.
- Ability to prepare and maintain records related to the work.
- Ability to provide accurate evidence in court related to disputed bylaw violations
- Ability to make routine repairs on parking meters and pay stations.
- Ability to walk long distances and work outside in any type of weather.
- Ability to perform assigned duties under minimal supervision.
- Working knowledge of Microsoft Office applications including Word, Outlook, and Excel. Preference will be given to candidates with experience in License Plate Recognition systems and Ticket Manager.
- Working knowledge of the Motor Vehicle Act as related to the work performed.
- The successful candidate must pass and maintain a clear Police Information Check.
- Valid BC Driver’s License with a clean driving record required.

**\*The successful applicant must be available for shift work, including afternoons and evenings, Tuesday to Saturday.**

Apply by sending your **cover letter and resume in one document** quoting the competition number, by November 8, 2022 to the Human Resources Department, City of New Westminster, 511 Royal Avenue, New Westminster, BC, V3L 1H9, e-mail to [hr@newwestcity.ca](mailto:hr@newwestcity.ca) using the following format in the subject line: **LAST NAME First Name #22-154**

*To support a workforce that reflects the diversity of our community; women, Indigenous Peoples, racialized individuals, persons of diverse sexual orientation, gender identity or expression (LGBTQ2S+), persons with disabilities, and others who may contribute to diversity of our workforce, are encouraged to express their interest.*

*New Westminster is on the unceded and unsurrendered land of the Halq'eméylem-speaking peoples.  
It is acknowledged by the City that colonialism has made invisible their histories and connections to the land.  
We are learning and building relationships with the people whose lands we are on.*

*We thank all applicants for their interest and advise that only those selected for an interview will be contacted.  
This position is only open to those legally entitled to work in Canada.*