

<b>DEPARTMENT:</b>	<b>Engineering</b>	<b>STATUS:</b>	<b>Regular Full-Time</b>
<b>NO. OF POSITIONS:</b>	<b>One</b>	<b>UNION:</b>	<b>CUPE, Local 387</b>
<b>HOURS OF WORK:</b>	<b>37.5 hours / week*</b>	<b>SALARY:</b>	<b>\$60,520 - \$71,243 annually plus benefits (2021 rates)</b>

The City of New Westminster is seeking a Senior Street Use & Parking Enforcement Officer. This position includes lead hand investigative, custodial and regulatory work with the enforcement and protection of regulations and bylaws. The work involves considerable public contact which requires exercising independent judgement, action, tact, diplomacy and some discretion in enforcing regulations and making decisions as to the disposition of complaints within policy, bylaw and regulation limits.

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

- Completion of Grade 12 plus courses and considerable experience in bylaw enforcement; preferably including some supervisory experience; or an equivalent combination of training and experience. Preference will be given to candidates with Bylaw Level 1 and Bylaw Level II.
- A dynamic and inclusive leadership style with proven operational experience.
- Considerable knowledge of municipal bylaws, motor vehicle act and other regulations governing the work performed.
- Considerable knowledge of the methods, procedures and equipment used in street use and parking enforcement.
- Sound knowledge of the methods, materials, and tools used in servicing and repairing parking meters and pay stations.
- Sound knowledge of investigational and enforcement methods, procedures and the preparation of Court evidence.
- Ability to support the supervisor, Street Use and Parking Enforcement Officers and clerical staff.
- Ability to assist with the technical maintenance of various systems; test patches and upgrades
- Ability to assist in drafting, amending and interpreting related bylaws, as well as developing and maintaining procedures pertaining to the day- to-day compliance of the related bylaws.
- Ability to oversee bylaw notice dispute screening; as well as investigating and responding to internal and external requests for information, compliance, service issues, disputes and concerns.
- Ability to provide direction, guidance and training to Street Use & Parking Enforcement Officers
- Ability to assist the supervisor in scheduling, payroll timekeeping and processing routine administrative matters and perform complex calculations which may involve deviation in methods.
- Ability to investigate complaints and enforce bylaws and regulations with tact, impartiality, firmness and the use of sound judgement.
- Collaborates with internal and external staff on problem solving and decision making that crosses various parking functions. Liaises with related government and regulatory agencies, and community organizations. Represents the department at a wide range of department and City committees.
- Proficiency in computer applications such as Microsoft Office (Outlook, Word, Excel), Tempest and JD Edwards.
- Sound knowledge of recordkeeping, billing, indexing, modern business office practices and related clerical functions.
- Valid BC Driver's License for the Province of British Columbia.

**\*The regular work schedule includes working Tuesdays to Saturdays or Sundays to Thursdays.**

Apply by sending your **cover letter and resume in one document** quoting the competition number, by March 6, 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 #22-38**

Please note: All City of New Westminster employees are required to be fully vaccinated and provide proof of COVID-19 vaccination. Employees who are not fully vaccinated and/or who do not provide proof of vaccination are required to participate in the City's Rapid Testing Program. The City will cover the cost of the test kits.

Individuals who cannot be tested for reasons related to a medical issue or protected ground under human rights law, may request an accommodation. Upon receiving a request, additional information may be requested to determine whether the applicant can be accommodated in the desired role without undue hardship.

*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 unsundered 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.*