



PARKING OFFICER

Competition #22-137
Status: Regular Full Time - CUPE
Department: Bylaws & Licensing Services
Salary: \$30.19 - \$35.50 per hour
Closing: July 31, 2022

Come grow with The City of Maple Ridge! Are you a team player with a "can do attitude", excellent communication and customer service skills? We have the perfect opportunity for you!

POSITION OVERVIEW

We are looking for a full-time energetic Parking Officer to join our team. This position entails regulatory and enforcement work while patrolling by vehicle or on foot, marking vehicles and issuing Bylaw Notices for parking & traffic violations, and to ensure compliance under the Highway & Traffic Bylaw.

Provides testimony in court, investigates complaints relative to illegal parking and provides information to the public. Interprets bylaws, regulations and other applicable statutes. Provides customer service by educating the public on parking and traffic rules and by answering questioning regarding Bylaw Notices.

EDUCATION AND EXPERIENCE

High school graduation and completion of bylaw enforcement courses at the JIBC or another recognized program, plus experience related to inspection or enforcement work; or an equivalent combination of training and experience.

KNOWLEDGE, SKILLS AND ABILITIES

- Thorough knowledge of the Highway Traffic Bylaw, *Motor Vehicle Act* and applicable regulations related to traffic and parking.
- Sound knowledge of the geography and street locations within the municipality.
- Good working knowledge of office equipment to perform, record, preparation and record retention tasks.
- Ability to enforce bylaws and applicable regulations with tact, firmness, impartiality and sound judgement.
- Ability to deal tactfully and firmly with the public and to exercise sound judgement and discretion.
- Ability to gather evidence and present same in court.
- Ability to understand and carry out oral and written instructions.
- Ability to walk long distances and work outside in all weather conditions with varied hours.

LICENCES AND CERTIFICATES

- Criminal Record Search
- Driver's License valid in the Province of British Columbia.

HOURS OF WORK:

As per the Letter of Understanding (LOU) the hours of work are Tuesday to Saturday or Sunday to Thursday, a 7-hour day with a 30-minute lunch.

Tuesday to Saturday	8:00 a.m. – 3:30 p.m.
Sunday to Thursday	8:00 a.m. – 3:30 p.m.

ADDITIONAL INFORMATION

- Have excellent written and verbal communication skills.
- Deal tactfully, respectfully and effectively with a wide range of citizens and co-workers.
- Experience and skill in maintaining composure when dealing with conflict and escalating behavior.
- Must be able to read maps and travel efficiently throughout the City to specific locations.
- Have neat, legible handwriting, knowledge and the ability to use computer software programs.
- Ability to keep accurate and complete notes and records.
- Be available to work days, evenings and weekends with the various shifts.

WHAT WE OFFER YOU

The City of Maple Ridge is a great place to work with competitive compensation packages that include the Municipal Pension Plan, a strong employee wellness program and the opportunity for professional career growth and professional development. If you want to help shape a growing community in a municipality that strives for service excellence, then this is the position for you.

We thank all applicants for their interest, however, only those under consideration will be contacted.