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Town of Aurora

## Employment Opportunity

Corporate Services

Division of Human Resources

### Senior Student – Bylaw Services

**Employment Type:** Contract, Full Time

**Work term:** Summer (May-August 2025)

**Location:** Aurora, Ontario

**Salary Range:** \$18.18 to \$20.67 per hour

**Closing Deadline:** February 21, 2025

*The Town of Aurora is located in the heart of York Region and just 30 kilometers north of Toronto. Our vision is to become a progressive community with a small-Town charm and our mission is to deliver exceptional services that make people proud to call Aurora home. Our workforce is talented, diverse, and committed to fostering a culture that exemplifies teamwork, embraces innovation, and values diversity, equity, and inclusion to achieve mission excellence. It is important that our workforce reflects the citizens we serve. Come join us at the Town of Aurora, "You're in Good Company".*

#### Position Summary

As a member of the Bylaw Services team, you will be responsible for investigating complaints from the community related to the Town's Clean Communities By-Law. You will be required to work independently and as part of a team, work outdoors, keep a detailed notebook, investigate complaints, educate the public, and utilize various computer software.

#### Qualifications

- Must be currently enrolled in and returning to classes in September of 2025 on a full-time basis in a post-secondary program in Police Foundations, Criminology, or related study with relevant experience to the satisfaction of the Bylaw Supervisor.
- Must be proficient in MS Office applications, with good research skills.
- Possess excellent customer service skills, able to deal courteously and effectively with all levels of staff and the general public.
- Have excellent time management and organization skills with the ability to assess priorities and the ability to work independently to meet required deadlines with conflicting demands and changing priorities.
- Be able to maintain confidentiality and exercise good judgment/discretion in dealing with confidential information and responding to inquiries.
- Must have a reliable vehicle and possess a Class "G" license in good standing.
- Must be able to work shifts including mornings, days, afternoons, evenings, and weekends.

Successful applicants to this position will be required to provide a **Police Criminal Record Check and Driver's Abstract** that is satisfactory to the Town prior to their start date at the applicants' own cost.

If you are interested in joining our dedicated team of municipal professionals, please visit our [Jobs - Town of Aurora](#) page and apply to the position directly.

The Town of Aurora is an equal opportunity employer that is committed to an inclusive, barrier-free recruitment and selection processes and work environments. We are committed to recognizing and celebrating the diversity of opinion, talent and expertise that make each person unique. We thank all applicants and advise that only those selected for an interview will be contacted.

Applicant information is collected in accordance with the Municipal Freedom of Information and Protection of Privacy Act and will be used to determine qualifications for employment with the

Town of Aurora. Questions about this collection of personal information should be directed to the Human Resources Division at 905-727-3123.