



Municipal Parking Enforcement Officer

Temporary Full Time-Time (September 2, 2025 – April 3, 2026)

35 hours per week

J0725-0808

Reporting to the Supervisor, Municipal Law Enforcement, this position is responsible for the enforcement and administration of the Town's Parking and Traffic By-Law. The job involves a considerable amount of driving in all weather conditions.

How you contribute to our organization:

- Conducts patrols of Town streets and various private properties to identify parking violations.
- Collects necessary evidence relating to violation.
- Prepares and issues/serves notices or charging documents under the provisions of the Provincial Offences Act, as may be appropriate.
- Where deemed necessary, conducts a vehicle inspection of unlawfully parked vehicles, completes necessary reports and makes necessary arrangements for towing of unlawfully parked vehicles.

What you bring to the team:

- Successful completion of or willingness to successfully complete a Municipal Law Enforcement training course, and diploma in Police Foundations or Law and Security.
- Must have Municipal Law Enforcement Officer Certifications MLEO-C and Certified Property Standards Officer CPSO or be eligible for same.
- Current Standard First Aid CPR-C certification or willingness to obtain.
- Class G Driver's Licence and ability to provide clean driver's abstract upon hire.
- Six (6) months closely related experience.
- Computer literacy utilizing Microsoft Office Suite (Word, Excel, Outlook, PowerPoint), etc.
- Ability to communicate, negotiate and mediate clearly.
- Familiarity with Parking Ticket software programs would be an asset.

Pay Rate: \$29.18 – \$34.33, plus 4% vacation pay and optional enrolment in OMERS pension plan

Hours: 35 hours per week, days and hours of shift may vary. During Winter Parking Enforcement, shift times are 11:00 pm – 7:00 am.

Location: Town Hall, 24 Tupper Street West, Alliston

Start Date: September 2, 2025

To apply, please submit a cover letter, resume and copies of the required credentials (diploma, training, etc) on our [website](http://clients.njoyn.com/CL3/xweb/xweb.asp?clid=56628&page=jobdetails&jobid=J0725-0808&BRID=EX326439&SBDID=20651&LANG=1) by August 7th.

<http://clients.njoyn.com/CL3/xweb/xweb.asp?clid=56628&page=jobdetails&jobid=J0725-0808&BRID=EX326439&SBDID=20651&LANG=1>

We thank you for your interest; however, only those selected for an interview will be contacted.

Information collected will be used solely for the purpose of candidate selection, in accordance with the Municipal Freedom of Information & Protection of Privacy Act.

The Town of New Tecumseth is an equal opportunity employer that is committed to inclusive, barrier-free recruitment and selection processes. If contacted for an interview, please advise Human Resources if you require accommodation.