

**Position Title:** Parking & Park Patroller

**Effective Date:** April 2024

**Position Type:** Seasonal

**Reports To:** Chief Administrative Officer (CAO) or designate

**Positions Supervised:** None

**Wage:** \$30.25/hour

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### **Position Summary**

Reporting to the CAO or designate, the Parking and Park Patroller is responsible for enforcing municipal bylaws related to parking and park usage. This role may also support the Bylaw Enforcement Officer with additional enforcement matters as required.

Duties include public education and outreach, monitoring compliance, enforcement, processing bylaw notices, maintaining enforcement-related website content, issuing reminders, and coordinating delinquent accounts with collections agencies.

The incumbent exercises a high degree of independent judgment and conducts all interactions and investigations with professionalism, diplomacy, and tact.

This seasonal position is up to five (5) months in duration, with up to 40 hours per week.

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### **Our Values**

- Accountability – We are transparent and take responsibility for our decisions and actions.
  - Integrity – We uphold ethical standards and open communication to build trust.
  - Respect – We treat everyone with dignity, fairness, and consideration.
  - Service Excellence – We deliver high-quality results through teamwork, innovation, and community focus.
  - Passion – We approach our work with enthusiasm, energy, and commitment.
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### **Key Responsibilities**

#### **Parking Enforcement**

- Perform all duties in accordance with WorkSafeBC regulations and municipal policies.
- Interpret, explain, and enforce parking bylaws and issue municipal tickets.
- Patrol municipal areas to identify and address parking infractions, including arranging towing/impoundment when necessary.

- Conduct inspections of on street and off-street parking areas.
- Monitor and confirm parking meter functionality.
- Prepare documentation for dispute resolution and court processes.
- Maintain accurate records, logs, and reports of enforcement activities.
- Assist the Bylaw Enforcement Officer with broader bylaw enforcement duties as needed.
- Perform other related duties as assigned.

### **Parks Ambassador**

- Patrol municipal parks to ensure compliance with park bylaws and regulations.
- Provide information, education, and assistance to park and trail users.
- Identify and report unsafe or damaged park infrastructure.
- Address non-compliant behaviour through warnings, tickets, or escalation (e.g., contacting RCMP) as appropriate.
- Perform other related duties as assigned.

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### **Qualifications, Knowledge, Skills, and Abilities**

- Grade 12 completion, supplemented by relevant coursework (e.g., bylaw enforcement, inspections, conflict resolution), plus a minimum of one (1) year of related experience, or an equivalent combination of education and experience.
  - Valid Class 5 Driver's Licence (British Columbia) with a safe driving record.
  - Working knowledge of bylaw enforcement under applicable legislation (e.g., Community Charter, Local Government Act).
  - Knowledge of legal documentation and court processes related to enforcement.
  - Ability to interpret and apply bylaws, regulations, and procedures effectively.
  - Strong communication and interpersonal skills with the ability to manage conflict and diffuse tense situations.
  - Intermediate proficiency in Microsoft Office and general computer applications.
  - High level of accuracy, organization, and attention to detail.
  - Strong customer service orientation with a commitment to service excellence.
  - Ability to work collaboratively with staff, stakeholders, and the public.
  - Strong investigative and problem-solving skills using sound judgment.
  - Ability to work independently and as part of a team.
  - Ability to successfully complete a Police Information Check (PIC).
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## **Hours of Work**

Up to 40 hours per week, including evenings, weekends, and statutory holidays.

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## **Job Requirements / Provisos**

- Must provide a reliable personal vehicle (mileage reimbursed).
- Required to display magnetized Bylaw Enforcement signage on vehicle during work hours.
- Must be available to work a flexible schedule, including weekends.

**Please send expression of interest to:** [cao@lionsbay.ca](mailto:cao@lionsbay.ca)