



*Making life better in King*

## THE CORPORATION OF THE TOWNSHIP OF KING JOB DESCRIPTION

**JOB TITLE:** By-Law Student

**CLASSIFICATION:** Seasonal Contract  
(4 Months; May – August 2024)

**DEPARTMENT:** Growth Management Services

**SALARY LEVEL:** \$ 18.00 /Hour

**LOCATION:** King Township Municipal Centre, 2585 King Rd., King City

### JOB PROFILE:

#### Function:

Reporting to the Manager of By-Law Enforcement, the By-Law student is responsible for assisting the by-law division with a variety of tasks, as assigned, and for providing enforcement of regulatory by-laws with the main areas of focus in the Clean Yards By-law, Parking By-law and Signs by law.

#### Reports to:

- Manager of By-Law Enforcement

#### Supervision Responsibilities:

- None

#### Duties and Responsibilities:

- Enforcement of regulatory By-laws with the main areas of focus in the Clean Yards (long grass and weeds), Parking By-law (contrary to posted sign), Sign (bag sign removal) and general patrol in the community.
- Issuance of parking infractions and notices and/or orders, patrolling and carrying out inspections, as required.
- Assisting By-law Enforcement Officers, as required.
- Other duties and responsibilities as assigned.

#### Education/Experience:

- Currently enrolled in post secondary education program.
  - Program in police foundations or law enforcement considered an asset.
- Customer service skills and office administration experience considered an asset.
- Required to have good communication skills when dealing with the public.
- Working knowledge of standard office computer software, including Microsoft Word, Excel, Outlook, Publisher, and Adobe.
- Team-oriented, positive attitude.
- Ability to balance various tasks, often under pressure.
- Ability to work under little supervision.

- Interest in learning new software and in being exposed to a busy, customer-oriented working environment.

**Conditions of Employment:**

- Highly efficient work ethic and ability to self-manage and work independently.
- Ability to manage, organize, and prioritize work to adhere to project deadlines.
- Good written and verbal communication skills to communicate effectively on technical and non-technical matters with the public, Township staff, the Regional Municipality of York, local municipalities, and other stakeholders with an emphasis on customer service.
- Valid class G drivers license, in good standing, with access to a reliable vehicle to use on Township duties.
- Working weekends, afternoons, and statutory holidays, as scheduled.
- CSA Approved Footwear required.

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Department Head: \_\_\_\_\_

Date Approved: \_\_\_\_\_

Supervisor (if applicable): \_\_\_\_\_

Date Approved: \_\_\_\_\_

Incumbent: \_\_\_\_\_

Date Signed: \_\_\_\_\_