

**King is Hiring
By-Law Student**
(July – August 2025)

King Township is an idyllic countryside community of communities, proud of its rural, cultural, and agricultural heritage. We are respected for treasuring nature, encouraging a responsible economy, and celebrating our vibrant quality of life. As an organization, we are focused making life better in King, and enriching the lives of all those who live, work, and visit King Township by providing quality services and experiences.

Reporting to the Supervisor of By-Law Services, the By-Law Student is responsible for the following:

- 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 Service Officers, as required.
- Other duties and responsibilities as assigned.

The successful applicant will possess:

- 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 (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.
- Must be legally authorized to work in Canada.

Wage Rate: \$20.00

Qualified candidates are requested to forward their resume to hr@king.ca by **4:30 pm on July 2, 2025**
Or to Human Resources at 2585 King Road, King City, Ontario, L7B 1A1

Please visit www.king.ca for full job description.

We thank all applicants and advise that only those selected for an interview will be notified.

Personal information (PI) is collected under the authority of the Municipal Act, 2001, S.O. 2001, c.25 and will be used to facilitate the hiring and recruitment process. Personal information (PI) will be protected in accordance with Municipal Freedom of Information and Protection of Privacy Act (MFIPPA). Questions about the collection of personal information (PI) should be directed to the Human Resources Department, 2585 King Road, King City, L7B 1A1 or (905) 833-5321.

We are an Equal Opportunity Employer. In accordance with the [Accessibility for Ontarians with Disabilities Act, 2005](#), the Integrated Accessibility Standards Regulation 191/11 (IASR), and the Ontario Human Rights Code, the Township of King will provide accommodations throughout the recruitment, selection and/or assessment process to applicants with disabilities. If selected to participate in the recruitment, selection and/or assessment process, please inform Township Human Resources staff of the nature of any accommodation(s) that you may require in respect of any materials or processes used to ensure your equal participation.