



## Parking Enforcement Officer

### Launch Your Career with the Town of Grimsby!

Are you looking to gain valuable municipal experience while making a difference in your community? The Town of Grimsby is offering a 2-month Parking Enforcement Officer position where you'll work alongside experienced professionals, develop valuable skills, and help keep our community safe.

The Town of Grimsby is a community that blends innovation, natural beauty, and historic charm. Located on the shores of Lake Ontario in the Greater Toronto and Hamilton Area, Grimsby offers waterfront living, vibrant neighbourhoods, active lifestyles, and access to Niagara's wineries, agriculture, cuisine, and world-class attractions.

Behind everything that makes Grimsby such a great place to live is a dedicated team of municipal employees who help keep the community thriving. Working in municipal government means being part of something bigger, the work you do has a real impact on residents every day.

If you're looking to gain practical experience, build your professional skills, and contribute to a community you can be proud of, this opportunity is for you.

### Parking Enforcement Officer Opportunity

Reporting to the Supervisor of Municipal Law Enforcement, the Parking Enforcement Officer addresses infractions and ensures compliance of Municipal By-laws and assists the Supervisor of Municipal Law Enforcement with general by-law enforcement matters.

### What You'll Do

#### Parking Enforcement and Administration

- Enforce municipal parking regulations, issue warnings and citations for violations and investigate and respond to complaints as requested.
- Provide information to the public regarding parking regulations and facilities, information and the locations of streets, buildings and points of interest.
- Provide enforcement assistance at special events including, erecting and removing of temporary signage and barricades, and informing the public of temporary conditions.
- Appear in court to defend the Town's position on challenged parking infractions.
- Participate in regular team meetings and support team building.

#### General By-Law Enforcement

- On occasion, may be required for general by-law enforcement as assigned by the Director of Legislative Services/Town Clerk and Supervisor of Municipal Law Enforcement.
- Assist other enforcement officers when required.

**Other**

- Works in a safe manner in accordance with the Occupational Health and Safety Act, associated regulations, other applicable legislation, Town by-laws, policies, procedures, and guidelines.
- Other related duties, as assigned.

**What You Bring**

- Currently enrolled or holds a post-secondary diploma in Law Enforcement or a related field
- One (1) year of recent related parking experience in enforcement, by-law enforcement, or related field.
- Have knowledge of municipal by-laws and related legislation not limited to Provincial Offences Act, Ontario Evidence Act, Municipal Act, Building Code Act, Planning Act and other related Federal and Provincial Legislation.
- Knowledge of enforcement practices and courtroom procedures.
- Ability to work independently with minimal supervision and in a team environment.
- Computer literacy utilizing Microsoft Office (Outlook, Word, Excel and Power Point) and property management software.
- Strong public relations, customer service, diplomacy, tact, sound judgement and the ability to communicate orally and in written form in a clear and concise manner.
- Strong problem-solving and conflict management skills with the ability to deal with irate people and volatile situations.

**Additional Requirements**

- Standard First Aid and CPR-C Certification.
- Valid and unrestricted Class “G” driver’s license with a clean Drivers Abstract to the satisfaction of the Town.
- Police Vulnerable Sector Check (Level 3) or Judicial Matters Check to the satisfaction of the Town.

**Position Details**

- **Duration:** Two (2) months
- **Hours:** 35 hours per week (some hours include weekends and evenings)
- **Status:** Temporary Full-Time
- **Location:** Town of Grimsby – Legislative Services

This position offers a great opportunity to build your skills, gain practical experience, and contribute to a community you can be proud of.

**Hourly Rate:** \$24.14 per hour (2026 Rate)

**How to Apply:** If you are excited by this opportunity, we are excited to hear from you! We invite you to submit your cover letter and resume to [hr@grimsby.ca](mailto:hr@grimsby.ca) with the subject line as **Posting #: 36-2026**.

*We thank all applicants for their interest, however only those selected for an interview will be contacted.*

*The Town of Grimsby is an equal opportunity employer committed to an inclusive, barrier-free recruitment and selection processes, and work environment. We will accommodate the needs of applicants under the Human Rights Code and Accessibility for Ontarians with Disabilities Act (AODA) throughout all stages of the recruitment process. Please contact the Office of Human Resources, [hr@grimsby.ca](mailto:hr@grimsby.ca) if you need assistance.*

*Personal information collected will be used in accordance with the Municipal Freedom of Information and Protection of Privacy Act for the purpose of candidate selection.*