
Position Vacancy: Coordinator, Parking and Animal Services

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DEPARTMENT:	Engineering Operations	STATUS:	Full-Time
NO. OF POSITIONS:	One	UNION:	Exempt
HOURS OF WORK:	37.5 hours per week	SALARY:	\$80,693 - \$88,931 annually

Reporting to the Supervisor, Towing, Parking, Animal Services, Cemetery and Field Maintenance, you will be responsible for coordinating the day-to-day operations of the City's Parking and Animal Services. Duties will include: developing operating procedures and policies for day-to-day parking and enforcement bylaws; supervising Parking and Animal Services staff; writing and presenting reports to Council, senior management and other stakeholders; performing bylaw notice dispute screening; coordinating adjudication hearings; researching and preparing specifications for Requests for Proposal (RFP) and tender documents; preparing and maintaining other various reports and records related to the work; and providing backup support to the City's towing and cemetery services.

REQUIREMENTS:

- Grade 12 supplemented by courses in bylaw enforcement and conflict resolution plus considerable supervisory and enforcement experience, or an equivalent combination of education and experience as deemed appropriate by the employer.
- Considerable knowledge of the concepts, practices and techniques of bylaw enforcement and related provincial court procedures.
- Knowledge of the policies, bylaws, procedures and legislation relating to street traffic, parking and animal control.
- Knowledge of the methods and equipment used in the care and handling of vicious and stray animals.
- Ability to plan, organize and maintain the daily operations of services.
- Ability to demonstrate problem-solving, decision making and interpersonal skills in order to resolve enforcement issues, disputes and public complaints.
- Ability to research and make recommendations for amendments to bylaws and to prepare policies, guidelines, procedures, RFPs and tender documents.
- Ability to prepare and present bylaws and reports to Council and other stakeholders.
- Ability to plan, assign, review and supervise the work of unionized staff.
- Ability to establish and maintain effective working relationships with a variety of internal and external contacts and to provide excellent customer service.
- Ability to communicate effectively orally and in writing.
- Valid Driver's License for the Province of British Columbia.
- The successful candidate will be required to pass and maintain a clear Police Information Check.

Apply by sending your resume quoting **competition #15-53 by July 28, 2015** to the Human Resources Department, City of New Westminster, 511 Royal Avenue, New Westminster, BC, V3L 1H9, Fax: (604)527-4619 or e-mail to hr@newwestcity.ca.

We thank all applicants in advance; however, only those selected for an interview will be contacted.

*The City of New Westminster is committed to employment equity.
We welcome diversity and encourage applications from all qualified individuals.*