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Town of Aurora

Employment Opportunity

Corporate Services

Division of Human Resources

Transportation Standards Officer

Employment Type: Permanent, Full Time

Location: Aurora, Ontario

Salary Range: \$77,210.85 to \$96,513.06

Closing Deadline: May 13, 2025

The Town of Aurora is located in the heart of York Region and just 30 kilometers north of Toronto. Our vision is to become a progressive community with a small-Town charm and our mission is to deliver exceptional services that make people proud to call Aurora home. Our workforce is talented, diverse, and committed to fostering a culture that exemplifies teamwork, embraces innovation, and values diversity, equity, and inclusion to achieve mission excellence. It is important that our workforce reflects the citizens we serve. Come join us at the Town of Aurora, "You're in Good Company".

Position Summary

Reporting to the Supervisor, Bylaw Services, the Transportation Standards Officer (TSO) will be responsible for public education, monitoring and ensuring compliance with the Municipal parking control Bylaw, Sign Bylaw, Obstruction of Highways Bylaw and other relevant Bylaw legislation, as required. The TSO is responsible for the issuance of penalty notices, vehicle towing, sign inspection and removal, and ensuring that the Town's transportation network operates efficiently.

Responsibilities

- Conducts patrols of the municipality to ensure compliance with the Town's Parking, Sign, Highway Fouling and other related Bylaws and responds to and investigates complaints.
- Responds to and investigates complaints concerning the Town's Bylaws, including but not limited to Sign Bylaw, Parking and Traffic Bylaw and Obstructions of Highways Bylaw
- Educates the public and residents on the provisions of the Town's Bylaws and where necessary issues parking tickets, notices or the laying of charges.
- Mitigates liabilities by addressing roadway obstructions, encroachments, and sightline issues.
- Attends court or judicial hearings as required to present evidence related to infraction notices issued.
- Occasionally assists Animal Control Officers, where required.

Qualifications

- A Degree or Diploma in Police Foundations, Criminology or related discipline.
- Certified Municipal Law Enforcement Officer designation considered an asset.
- Demonstrated experience in Municipal Law Enforcement, Security, or similar environments.
- Strong working knowledge of the *Provincial Offences Act*, Municipal Bylaw's, *Highway Traffic Act*, *Canada Evidence Act* and the *Municipal Act*
- Excellent analytical, problem solving, organizational and hand-writing skills, with the ability to work independently and as part of a team with a strong attention to detail.
- Excellent working knowledge of the Microsoft Office Suite and electronic parking ticket equipment, required.
- Knowledge of Administrative Monetary Penalty System (AMPS) considered an asset.
- Adaptability to deal effectively with the public, staff and other levels of government is required.
- Ability to lift up to 50 lbs, conduct patrols on foot, and operate a motor vehicle or self-propelled bicycle for extended periods is also required for this position.
- Must hold a valid Class "G" driver's license in good standing and have access to a reliable vehicle to use on corporate business.

- Available to work various shifts, including but not limited to: mornings, days, afternoons, evenings, overnights, weekends, statutory holidays, and on call in an outdoor environment which can include extreme weather conditions.

Successful applicants to this position will be required to provide a **Police Criminal Record Check** and **Driver's Abstract** that are satisfactory to the Town prior to their start date at the applicants' own cost.

The Town of Aurora is an equal opportunity employer that is committed to an inclusive, barrier-free recruitment and selection processes and work environments. We are committed to recognizing and celebrating the diversity of opinion, talent and expertise that make each person unique. We thank all applicants and advise that only those selected for an interview will be contacted.

Applicant information is collected in accordance with the Municipal Freedom of Information and Protection of Privacy Act and will be used to determine qualifications for employment with the Town of Aurora. Questions about this collection of personal information should be directed to the Human Resources Division at 905-727-3123.

Artificial Intelligence Transparency Notice

At the Town of Aurora, we are committed to transparency and fairness in our recruitment process. While we utilize a recruitment system (ADP Workforce Now) with Artificial Intelligence (AI) powered capabilities, we do not currently use AI technology to screen, assess or select applicants relating to the recruitment process. While our system is equipped with AI tools, we prioritize a human-centered approach to recruitment. All candidate evaluations are conducted through direct human interaction, ensuring that hiring decisions are based on a thorough review of qualifications, skills, experience, and corporate cultural fit. We remain committed to transparency, fairness, and compliance with all relevant legislation, including Bill 149, in order to protect the rights and privacy of all applicants.