



TOWN OF CRESTON
**EMPLOYMENT OPPORTUNITY
SUMMER STUDENT
(Bylaw Services)**



The Town of Creston is now accepting applications for **one (1) Summer Student** employment position commencing on or about May 5, 2025 through to August 29, 2025 in the **Bylaw Services Department**. Employment conditions and wages for these positions will be as per the Collective Agreement between CUPE Local 2092 and the Town of Creston. The wage for this student position will be \$21.02 per hour.

Applicants for this position must be mature, performance-oriented individuals with the ability to work extremely well with others as well as independently with little supervision, and with a focus on providing excellent customer service. The incumbent will be working with the Public Safety Compliance Officer to assist in gaining compliance with Town of Creston bylaws.

DUTIES AND RESPONSIBILITIES:

- Collection of parking data and monitoring parking trends in the downtown core by chalking tires, compilation of resulting data, and providing warning letters for vehicles parked longer than the permitted 2-hour limit. Training will be provided.
- Educating residents with respect to community bylaws, i.e. water conservation measures, property clean up, etc.
- General administrative support including digitizing and archiving departmental documents
- Conduct research to support staff priorities and projects
- Other related duties as assigned, as per the nature and scope of the position

MINIMUM QUALIFICATIONS AND EXPERIENCE REQUIREMENTS:

- Grade 12 graduation or GED/CAEC
- Class 5 BC Driver's License
- Ability to exercise good judgement
- Experience with providing excellent customer service
- Sufficient physical strength, stamina and coordination to work in all weather conditions
- Must have excellent verbal and written communication skills
- General understanding of computer use for data compilation including proficiency with Microsoft Office
- Ability to prioritize and multitask

ADDITIONAL INFORMATION:

Applicants must be enrolled or returning to a post-secondary institution as a full-time registered student.

Please submit applications containing cover letter, resume, and a Driver's Abstract by Friday, April 4, 2025 via <https://www.creston.ca/careersjob-opportunities> . Position title: Summer Student (Bylaw Support).

Direct inquiries to:
Marsha Neufeld - Executive Assistant / Human Resources
marsha.neufeld@creston.ca.

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