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Exciting things are happening at the City of Brampton. Take a look at what employees are working on related to our [Term of Council Priorities](http://www.brampton.ca/EN/City-Hall/Council-Priorities/Pages/Welcome.aspx) moving us forward towards [The Brampton 2040 Vision](http://www.brampton.ca/EN/City-Hall/Brampton-2040-Vision/Pages/Welcome.aspx).

**VEHICLE INSPECTION OFFICER**

**POSTING NUMBER: 103768**

**STARTING SALARY: $1013.95 PER WEEK**

**AREA OF RESPONSIBILITY:**

Reporting to the Enforcement Supervisor, Licensing Enforcement, this position is responsible for determining eligibility of all license applicants, as well as conducts annual and new vehicle inspections on vehicles as required. This role provides excellent customer service while ensuring that safety requirements are not compromised.

* Performs new and annual inspections on taxicabs, tow trucks, refreshment vehicles, driving school vehicles, limousines and personal transportation company vehicles
* Ensures that all vehicles are properly maintained and that appropriate licensing is produced by the owner/operator
* Confirms if up to date documentation has been filed on a continuous basis throughout the year, as per prescribed timelines
* Maintains Amanda database records with up to date documentation/records
* Determines eligibility of all licensee applicants as per the licensing by-law and other related and relevant by-laws
* Reviews police checks and driver abstract record searches for the issuance of licenses
* Maintains and updates the taxicab priority list
* Participates in and provides input into the creation of new procedures a proposed changes

SELECTION CRITERIA:

* High School graduation plus completion of an additional program of over one year up to two years in Police Foundations, Investigations – Public/Private or equivalent.
* One to two years of relevant experience
* Municipal Law Enforcement Officer Certificate (MLEO) an asset
* Proficiency in Microsoft Office Applications including Excel, Word and Outlook
* Experience with Amanda database preferred.
* Attention to detail, efficient time-management and effective planning skills with the ability to quickly adapt to changing schedules.
* Exceptional communication and interpersonal skills with a strong aptitude for working with the public
* Demonstrated ability to maintain a high level of confidentiality

\*\*\*Various tests and/or exams may be administered as part of the selection criteria\*\*\*

**Job status:** Permanent

**Job Type:**   Union

**Applications must be received by: June 3, 2020**

**Alternate formats will be provided upon request.**

As part of the corporation’s Modernizing Job Evaluation project, this position will undergo an evaluation which may result in a change to the rate of compensation.  Any changes affecting this position will be communicated as information becomes available.

If this opportunity matches your interest and experience, please apply online at: [www.brampton.ca/employment](http://www.brampton.ca/employment) quoting **reference** **# 103768 by June 3, 2020** and complete the attached questionnaire. We thank all applicants; however, only those selected for an interview will be contacted. The successful candidate(s) will be required, as a condition of employment, to execute a written employment agreement. A criminal record search will be required of the successful candidate to verify the absence of a criminal record for which a pardon has not been granted.

Please be advised, the City of Brampton uses email to communicate with their applicants for open job competitions. It is the applicant’s responsibility to include an updated email address that is checked daily and accepts emails from unknown users. As we send time sensitive correspondence via email (i.e. testing bookings, interview dates), it is imperative that applicants check their email regularly. If we do not hear back from applicants, we will assume that you are no longer interested in the Job Competition and your application will be removed from the Competition.

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*The City is an equal opportunity employer.  We are committed to inclusive, barrier-free recruitment and selection processes and work environments.  If you are contacted for a job opportunity, please advise the Human Resources Division of any accommodations needed to ensure you have access to a fair and equitable process. Any information received relating to accommodation will be addressed confidentially.*