

INTERNAL JOB OPPORTUNITY

POSITION: PARKING MAINTENANCE STAFF		JOB POSTING #:	
DEPARTMENT:	Operations	UNION:	543
POSTING TYPE:	Corporate	JOB CODE:	543199
POSTING STATUS:		POSITION #:	
# OF POSITIONS:		GRADE/CLASS:	0.07
SHIFT WORK REQ'D:	Yes	SALARY RANGE:	\$21.03 - \$24.74 per hour
DEADLINE DATE:		HOURS PER WEEK:	40

DUTIES:

Reporting to the Supervisor of On/Off Street Parking, inspects, repairs and maintains parking meters; maintains parking garage gates and ticket dispensers, including replenishing tickets; collects all parking fees, including the labelling of coin cans and the maintenance of related documentation; performs Parking Garage maintenance duties, including sweeping, washing and cleaning of all parts of the facility; maintains off street parking facilities; changes broken gate arms and makes minor repairs to all structural components such as windows, floors, doors, stairs, plumbing and wiring; performs winter control duties including snow removal and salt/sand application; performs Parking Garage security duties such as regular patrols, response to incidents, the monitoring of vehicular utilization, and the provision of assistance to the public to ensure patron safety; maintains daily logs and reports as required; maintains amiable relations with public and fellow staff; must travel to various areas of the City to perform the duties of the position; Occupational Health and Safety duties as outlined in the Corporate Health and Safety program; performs other related duties as required.

QUALIFICATIONS:

- Must have an Ontario Secondary School Graduation Diploma, or Ontario Ministry of Education equivalency;
- Must have over six (6) months of experience in a meter repair or related environment;
- Must have proven mechanical aptitude for meter repair and maintenance;
- Must have knowledge of Windows 7;
- May be required to lift up to 72 lbs.;
- Must hold and maintain a current, valid and lawful Class ‘G’ Driver’s license in accordance with the Highway Traffic Act, for the purposes of operating a City of Windsor vehicle and provide a Driver’s abstract as a condition of employment.
- Must be bondable.
- Must be available to work the following shifts:
 - 8:00 am – 4:30 pm
 - 7:00 am – 3:00 pm
 - 3:00 pm – 11:00 pm
 - 12:00 Midnight – 8:30 am

Continued...

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POSTING SPECIFICS:

- Posting Period:**
- at 8:30 AM to at 4:30 PM
 - **APPLICATIONS WILL ONLY BE ACCEPTED DURING POSTING PERIOD**
- Who May Apply:**
- Current Operations Department employees. Eligibility for consideration is determined by the applicable collective agreement and/or current Corporate hiring practices.
- How To Apply:**
- Complete an Internal Job Transfer Form (available at Human Resources or on Dashboard) and attach as resume, specifically noting the job posting number, your qualifications and experience as outlined above.
- Apply To:**
- In person to the Human Resources Department or one of the Customer Care Centres.
 - By faxing your Job Transfer Form and resume to the Human Resources Department.
- Update:**
- By Human Resources on March 10, 2014

In accordance with the Accessibility for Ontarians Act, 2005 and the Ontario Human Rights Code, the City of Windsor will provide accommodations throughout the recruitment, selection and/or assessment process to applicants with disabilities. If selected to participate in the recruitment, selection and/or assessment process, please inform the City of Windsor Human Resources staff of the nature of any accommodation(s) that you may require in respect of any materials or processes used to ensure your equal participation.