

POSITION: PARKING TECHNICIAN

JOB POSTING #:

DEPARTMENT: Public Works - Operations

UNION: 543

POSTING TYPE: Corporate

JOB CODE: 543200

POSTING STATUS: Regular Full-Time

POSITION #:

OF POSITIONS:

GRADE/CLASS: 0.16

SHIFT WORK REQ'D: Yes

SALARY RANGE: \$28.15 to \$33.11 per hour

HOURS PER WEEK: 40.00

DUTIES:

Reporting to the Supervisor of On/Off Street Parking this position will be responsible for maintaining, repairing and installing all parking control devices/equipment, lighting, vehicle counters, alarms, fee computers, security systems, etc. in the parking garages. Installs, repairs, maintains and modifies all electronic, electro-mechanical equipment in the Parking Division including pay and display machines and automated cashierless parking systems, micro processors, vehicle counters, alarm systems, ticket spitters, gate mechanisms, parking meters, etc. Installs, repairs and maintains the lighting and all electrical systems in the parking garages and performs building maintenance duties (i.e. Glycol concrete Heating System, Fire System Heating Trace, Carbon Monoxide alarm system). Will write and modify computer programs for the Parking Division, i.e. maintains garage and parking lot permit database, tariff rates for parking payment, etc. Maintains daily logs, reports and related documentation as required. Provides location and orientation of pay machines in garages and lots. Requests quotes for the Supervisor as needed. Collects and processes all parking fees (cash and bank deposits) from all parking control devices such as lots, meters and garage systems. Makes credit card purchases as required. Unloads deliveries of supplies. Performs 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 plus four (4) years post secondary school education comprising of a three (3) year Electrical Engineering Technology Diploma from a Community College and a one (1) year Building Environmental Systems Certificate from a Community College or Ontario Ministry of Education equivalencies.
- Must have over one (1) year experience in building maintenance and electronic repair, assembly, installation and maintenance of electrical equipment and parking control devices.
- Must have a working knowledge of Windows which includes writing, modifying and creating computer programs and have working knowledge of the Microsoft Office Suite of Products or equivalent.
- Must have knowledge of internal computer settings, partitioning hard drives, etc.
- Must be able to interpret and apply regulatory by-laws governing electrical installations.
- Must hold and maintain a current valid and lawful Class G driver's licence in accordance with the Highway Traffic Act, for the purposes of operating a City of Windsor vehicle.
- Must be bondable.
- Must have knowledge of various building codes.
- Must be able to work the following shift work: 40 hours per week, Monday through Sunday, 8:00 a.m. - 4:30 p.m. shift or 4:00 p.m. – 12:30 a.m. shift.
- Cash control and security procedure knowledge would be considered an asset.

POSTING SPECIFICS:

Posting Period:

- at 8:30 AM to at 4:30 PM
- **APPLICATIONS WILL ONLY BE ACCEPTED DURING THE POSTING PERIOD.**

Who May Apply:

- Current City of Windsor 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 a 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

Updated:

- By Human Resources on September 17, 2012