

**POSITION: OPERATIONS DATA TECHNICIAN****JOB POSTING #:****DEPARTMENT:** Operations**UNION:** 543**POSTING TYPE:** Corporate**JOB CODE:** 543354**POSTING STATUS:** Regular Full-Time**POSITION #:****# OF POSITIONS:****GRADE/CLASS:** 0.08**SHIFT WORK REQ'D:** No**SALARY RANGE:** \$21.80 - \$25.62 per hour (2012)**HOURS PER WEEK:** 40

### DUTIES:

Reporting to the Manager of Traffic Operations, will design, create and maintain computer databases for on-street equipment and hardware of the Signals and Signs and Markings Divisions; will perform site visits to collect on-street topographical, equipment and material information; will maintain division files; will assist in preparing tender documents and drawings; perform contract administration and site inspection duties as required; will respond to telephone inquiries when necessary; will assist in the maintenance of departmental internet web pages; will operate the Trunk Radio System when necessary; will maintain amiable relations with the public and fellow employees; perform Occupational Health and Safety duties as outlined in the Corporate Health and Safety program; perform other related duties as assigned.

### QUALIFICATIONS:

- Must have an Ontario Secondary School Graduation Diploma, plus one (1) year post secondary education from a Community College in Information Technology Fundamentals or Business Computer Applications, or Ontario Ministry of Education equivalencies.
- Must have over six (6) months experience utilizing the Microsoft Office Suite of Products, particularly creating databases in Access.
- Must have good communication skills.
- 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.

### POSTING SPECIFICS:

**Posting Period:**

- at 8:30 AM to 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