

JOB DESCRIPTION

POSITION:	PARKING MAINTENANCE STAFF		
DEPARTMENT:	Operations		
LOCATION:	Various	UNION:	C.U.P.E. Local 543
HOURS OF WORK:	40	JOB CODE:	543199
SHIFT WORK REQ'D:	Yes	GRADE/CLASS:	0.07

DUTIES:

Reporting to the Parking Services Coordinator, this position 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. Will perform Occupational Health & Safety duties as outlined in the Corporation's Health and Safety Program. Will perform 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 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 and provide a driver's abstract as a condition of employment;
- Must have proven mechanical aptitude for meter repair and maintenance;
- Must have knowledge of Windows 7;
- 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
- The physical demands analysis associated with this job indicates a medium to heavy level of work.

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.