

JOB DESCRIPTION

POSITION:	LEAD HAND - PARKING TECHNICIAN		
DEPARTMENT:	Operations		
LOCATION:	Various	UNION:	C.U.P.E. Local 543
HOURS OF WORK:	40	JOB CODE:	543582
SHIFT WORK REQ'D:	Yes	GRADE/CLASS:	0.18

DUTIES:

Reporting to the Coordinator, Parking Services, this position will be responsible to perform functional supervision to the Parking Technicians and Maintenance Staff, as well as performing the normal daily duties of a Parking Technician. Ensures all meter service staff are working within Corporate Health and Safety Guidelines and Corporate Cash Handling Procedures. 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. Ensures pre-determined schedules of work assignments are filled and make necessary adjustments. Install, repair, maintain, and modify all electronic, electro-mechanical equipment in the Parking Division including pay and display machines and automated cashier-less parking systems, microprocessors, vehicle counters, alarm systems, ticket spitters, gate mechanisms, parking meters, etc. Install, repair, and maintain the lighting and all electrical systems in the parking garages and building maintenance duties (i.e. Glycol Concrete Heating System, Fire System Heating Trace, Carbon Monoxide alarm system). Write and modify computer programs for the Parking Division, i.e. Parking Ticket Trial Schedule, parking permit data base, etc. Maintains daily logs and reports. Layout of parking facilities, both on and off street with contractors and suppliers. Request quotes. Collect monies from parking control devices. Process cash and bank deposits. Makes credit card purchases. Will unload all deliveries of supplies. 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 plus four (4) years of post secondary training 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 equivalency;
- Must have over five (5) years of work experience in building maintenance and electronic repair, assembly, installation and maintenance of electrical equipment and parking control devices.
- 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 must provide a driver's abstract as a condition of employment;
- 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 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;
- Given that this job is a new position a Physical Demands analysis will be completed with the incumbent after approximately six months of occupying the position.

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.