

JOB DESCRIPTION

POSITION:	OPERATIONS DATA TECHNICIAN		
DEPARTMENT:	Operations	UNION:	C.U.P.E. Local 543
LOCATION:	Various	JOB CODE:	543354
HOURS OF WORK:	40	GRADE/CLASS:	0.11
SHIFT WORK REQ'D:	No		

DUTIES:

Reporting to the Manager of Traffic Operations, this position 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 reconcile daily and weekly revenue sheets and maintain yearly revenue spreadsheet for On/Off Street Parking; will receive utility locate requests from ON1Call and determine actions required; will schedule utility locates for underground traffic plant with Supervisor of Signals; will collect information such as utility locales for contract preparation as well as for the purpose of inventory control; will retrieve 311 Service Requests and distribute to appropriate supervisors; will close out Service requests as requested; 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 assist in preparing tender documents and drawings as required; will maintain amiable relations with the public and fellow employees; will assist in creating and/or completing job summaries; will communicate with agencies, other departments, and other staff to gather required information or provide information as requested. 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 two (2) years of post-secondary education from a Community College in Business or a related discipline, or Ontario Ministry of Education equivalencies;
- Must have over one (1) year of municipal traffic/transportation experience;
- Must have the ability to travel to offsite locations in a timely and expedient manner as required. If method of travel is by vehicle, a current, valid and lawful Driver's Licence is required in accordance with the Highway Traffic Act and must provide a driver's abstract as a condition of employment;
- Must have experience utilizing the Microsoft Office Suite of Products, particularly creating databases in Access and spreadsheets in Excel;
- Must have good communication skills;
- The physical demands analysis associated with this job indicates a sedentary 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.