

Job Posting #:

Job Title: Lead Hand - Parking Technician - 543582

Department: Operations

Union: C.U.P.E. Local 543

Work Location: Various

Position Status:

Rate of Pay:

Posting Period:

DUTIES AND RESPONSIBILITIES:

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;

WORKING CONDITIONS:

Shift Work Req'd: Yes

PHYSICAL REQUIREMENTS:

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.

POSTING SPECIFICS:

Who May Apply:

Current employees of the Human Resources Department. 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

Update:

By Human Resources on February 1, 2017.

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.