

CITY OF HAMILTON

PLANNING & ECONOMIC DEVELOPMENT DEPARTMENT
(TRANSPORTATION, PLANNING & PARKING DIVISION – PARKING OPERATIONS – LOCATION - 80 MAIN ST. W.)

PARKING METER SERVICER - CUPE 5167

SUMMARY OF DUTIES

Reporting to the Supervisor, Parking Collections. Installs, inspects, repairs and collects revenues from all parking meters and pay and display machines. Walks collection routes in all weather conditions. Maintain daily logs. Performs snow clearing duties on seasonal basis.

GENERAL DUTIES

Collects revenues from coin tanks, street meters and parking lot pay and display machines.

Inspects, tests, maintains and repairs parking meter mechanisms.

Replaces meter mechanisms and case locks.

Installs and paints meters and posts; logs meter locations.

Changes lock combinations.

Assists with preparing previous day's collections for the daily bank deposit by sorting, wrapping and packaging rolls of coin.

Drives service vehicle; loads and unloads parts and equipment.

Performs preventative maintenance on tools, equipment, vehicle and parking meter mechanisms.

Operates hand and power tools such as pipe wrenches, band saw and electric drill.

Operates snow clearing and removal equipment such as snowplow, salt spreader and snow blower.

Works in accordance with the provisions of applicable Health and Safety legislation and all City of Hamilton corporate and departmental policies and procedures related to Occupational Health and Safety.

Performs other duties as assigned which are directly related to the major responsibilities of the job.

QUALIFICATIONS

1. Demonstrated working knowledge of parking regulations and parking meter mechanisms normally acquired through a combination of education and/or relevant experience.
2. Previous experience in parking meter mechanisms or coin operated equipment.
3. Ability to operate tools and equipment in a safe manner with previous experience using basic hand and power tools such as pipe wrenches, band saw and electric drill'
4. Ability to drive service vehicles and snow clearing equipment in a safe manner.
5. Must be able to push, pull and lift a minimum of 50lbs.

6. Must be able to work in adverse weather conditions.
7. Knowledge of relevant legislation such as Occupational Health and Safety Act and Regulations including W.H.M.I.S. legislation.
8. Good verbal and written communication skills with the ability to complete daily worksheets.
9. Demonstrated ability to manage multiple assignments and operate within tight time restrictions.
10. Must possess initiative, good judgment and ability to work independently with minimal supervision.
11. Must possess a valid Class "G" Driver's License and a Driver's abstract clear of any demerit points and pending infractions and/or record found to be satisfactory to the City of Hamilton.
12. As a condition of employment, the successful applicant(s) will be required to obtain a Criminal Reference Check, at their expense, prior to beginning work in this position.

THIS POSITION REQUIRES A VALID CLASS "G" DRIVER'S LICENCE AND PROOF THEREOF IS REQUIRED AFTER HIRE.

THE INCUMBENT SHALL COMPLY WITH ALL HEALTH AND SAFETY POLICIES AND PRACTICES FOR THIS POSITION AND THE WORKPLACE.
