

## CITY OF HAMILTON

**PLANNING & ECONOMIC DEVELOPMENT DEPARTMENT**  
**(TRANSPORTATION PLANNING & PARKING DIVISION - PARKING OPERATIONS - LOCATION – 80 MAIN ST.**  
**W. AT SUMMER'S LANE)**

**PARKING EQUIPMENT TECHNICIAN - CUPE 5167**

**SUMMARY OF DUTIES**

Reporting to the Supervisor, Parking Collections, install, troubleshoot, repair and maintain all parking payment equipment and systems within municipal carparks, parking garages/structures and on-street. This position will also assist with snow removal in municipal carparks, garages and structures when required.

**GENERAL DUTIES**

Install, test, troubleshoot, maintain and complete associated preventative maintenance and repairs with mechanical, electrical and controls of various equipment including parking meters, payment machines, entry/exit terminals and associated systems, on-street stalls, surface lots, parking garage and Parkade.

Perform and assist in the development of preventative maintenance procedures for all relevant equipment in accordance with manufacturer/system provider guidelines ensuring compliance with City of Hamilton policies and procedures.

Operate hand and power tools as required to ensure machines are maintained and repaired properly, including but not limited to pliers, screwdrivers, hammers, electric drills, grinders, soldering stations.

Install and program computerized upgrades in each machine/system including but not limited to system updates, security patches, pricing and hours of operation changes.

To track performance and repair statistics for equipment and malfunctions. Maintain inventory database of purchases for parts and shop supplies – requires proficiency in spreadsheets, asset databases, GIS technology.

Follow up on complaints concerning non-functioning equipment, conduct investigations and resolve issues and document work/repairs performed and close service requests.

Provide training and instruction on machine/system operations to other staff where appropriate.

Maintain records and logs, document policies and procedures.

Review instruction manuals and resolve technical issues.

Identify and assist in evaluation of the condition/life cycle of existing and future equipment.

Assist with revenue collection (meters, pay and display machines, pay on foot equipment) and coin processing as well as maintenance of coin processing equipment where required.

Work with vendors to program new electronic equipment, program new fee structures.

Operate snow clearing and removal equipment and assist maintenance staff and outside contractors when required.

Work 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.

Perform other duties as assigned which are directly related to the major responsibility of the job.