

CITY OF HAMILTON

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

MANAGER, PARKING ENFORCEMENT & SCHOOL SAFETY

SUMMARY OF DUTIES

OVERVIEW

Reporting to the Director Transportation Planning and Parking, provides strategic leadership, through subordinate management, to a multi-functional workforce engaged in delivery of services to the public. Recommends policies and long range strategies in the delivery of services to meet mandated goals and objectives.

The Parking Enforcement & School Safety Manager is responsible for the delivery of services in the following areas:

- Parking Enforcement (enforcement of parking violations on public highways, and private and municipal properties)
- School Safety Crossing Guard Program
- Parking Administrative Penalties (Screening and Review of Parking Penalties)
- Towing Operations

Accountable for establishing and achieving Sectional goals and objectives through the effective and efficient use of financial and staff resources. Uses a “best practices” approach in developing and delivering quality services in a timely and cost effective manner.

Evaluates and reports on the Section’s service, financial, administrative and staff performance against internal and external benchmarks. Designs and implements strategies to improve effectiveness and efficiency. Sets above average standards and leads by example.

Possesses a demonstrated record of strong leadership and guidance, customer focus, innovation/creativity, team advocacy, staff delegation, empowerment and staff development and are results oriented.

Possesses a high level of personal integrity and is an excellent communicator.

RESPONSIBILITIES

You will assume accountability and responsibility for the Parking Enforcement and School Safety section and meet the growing needs of the residents and businesses of the City of Hamilton.

The Manager is accountable to the Director of Transportation Planning and Parking for ensuring that Parking Enforcement & School Safety Operations are provided in accordance with City and Provincial guidelines with minimal disruption to the public and in the most effective and efficient manner consistent with the City of Hamilton Mission and Vision.

GENERAL DUTIES (INCLUDING BUT NOT LIMITED TO)

Participates in strategic planning and direction of the Division.

Leads an effective Section team, providing coaching and advice to subordinate supervisors and staff to optimize performance.

Participates in the development of annual operating and capital budgets.

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Responds to various Corporate, community, Provincial or Federal proposals for service initiatives, changes or enhancements.

Provides professional consultation, including reports, to Council and its Committees.

Prepares work schedules, assigns duties to staff, establishes priorities, conducts staff hiring, monitors and evaluates staff performance, disciplines and trains staff, as well as assists in developing staff to their full potential.

Manages the general administration of the work area under his/her jurisdiction by developing and recommending new policies and procedures and monitoring existing ones to maximize utilization of section resources.

Ensures compliance with Provincial Statutes and municipal by-laws.

Ensures that employees are provided with and use the appropriate equipment, material and/or procedures required to perform the assigned duties. Ensures that all employees perform work in accordance with applicable Health and Safety legislation and all City of Hamilton corporate and departmental policies and procedures. Ensures that appropriate action is recommended for those employees who do not work in compliance with legislation, policies and procedures.

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 responsibilities of the position.

QUALIFICATIONS

1. Demonstrated experience related to managing a municipal parking enforcement program normally acquired by Community College or University, and/or progressive relevant work experience at a senior level.
2. Preference will be given to candidates holding membership in the Ontario Municipal Law Enforcement Officers Association (MLEO).
3. Preference will be given to candidates with previous experience managing a School Crossing Safety program.
4. Highly developed analytical and business planning skills with a proven track record for long term visioning and big picture thinking.
5. Highly developed ability to lead and inspire others.
6. Highly effective leadership, facilitation, communication, interpersonal and organizational skills in a predominantly unionized environment.
7. Demonstrated experience in effectively managing a multi-disciplinary staff in a results oriented environment.
8. Ability to deal effectively with elected officials, representatives of other levels of government, management, peers, staff and the general public.
9. Thorough knowledge and understanding of statutes, regulations and by-laws affecting the Section.
10. Experience in a computerized environment. Working knowledge of Microsoft Applications (Word, Excel, Outlook, PowerPoint) and networked client/server database management system.
11. Proven ability to effectively negotiate complex agreements and excellent facilitation skills in order to build consensus.

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12. Demonstrated knowledge of Health and Safety Act and applicable regulations as it relates to the position.
13. Must possess a valid Class "G" Driver's Licence and provision of a vehicle for use of the job.

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

NOTE 1:

As a condition of employment, the successful applicant(s) will be required to obtain a satisfactory Criminal Reference Check or Vulnerable Sector Screening, at their own expense, prior to beginning work in this position.

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