

CITY OF HAMILTON

PLANNING & ECONOMIC DEVELOPMENT DEPARTMENT
(PARKING & BYLAW SERVICES DIVISION – PARKING ENFORCEMENT & SCHOOL SAFETY – LOCATION – 80
MAIN ST. W. AT SUMMERS LANE)

PARKING ADJUDICATOR

SUMMARY OF DUTIES

Reporting to the Manager, Parking Enforcement and School Safety, supervises the processing of parking infraction notices and other bylaw infractions. Interviews, adjudicates, resolves, attends court and prosecutes parking violation charges on behalf of the City of Hamilton, and the Hamilton Police Services. Responsible for the ongoing maintenance of the electronic parking tag system. Provides innovative and creative solutions to enforcement operational situations using industry best practices.

GENERAL DUTIES

Responsible for the day to day operations of the City's First Attendance Facility, which includes the mediation of parking infraction notices, and the processing of parking infractions.

Prosecutes parking infraction notices in Court by presenting evidence, explaining and cross examining witnesses, making submission to the courts on penalty.

Enters sworn evidence for trial-in-absentia cases, including charges laid by the Hamilton Police Service.

Assembles evidence respecting property ownership and authorized complainants for private property cases.

Reviews parking tag enquiries in person, by telephone and by correspondence, making decisions on the status of parking infraction notices.

Administers discipline, evaluates and manages performance, maintaining various statistical records and monitoring field conditions when appropriate.

Attends meetings and effectively communicates Division's position and provides a thorough and expeditious response follow-up to directives assigned at meetings.

Monitors new legislation affecting courtroom policies and procedures and trains staff.

Liaises with police, the courts, the Attorney General's office, and other departments, and agencies, and the general public.

Provides supervisory support as a School Crossing Supervisor, Parking Enforcement Supervisor, when required.

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 related to Occupational Health and Safety. Ensures that appropriate action is recommended for those employees who do not work in compliance with legislation, policies and procedures.

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

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.

QUALIFICATIONS

1. Demonstrated knowledge in Bylaw Enforcement normally acquired by the completion of a Community College Diploma in Law and Security or equivalent combination of education with previous demonstrated experience directly related to Bylaw Enforcement.
2. Demonstrated administrative and supervisory experience.
3. Must possess strong organizational and time management skills.
4. Must possess highly developed interpersonal skills and proven ability to deal with people in difficult situations.
5. Previous experience or training in mediation and/or dispute resolution is an asset.
6. Excellent verbal and written communication skills to deal effectively with all levels of staff, elected officials and the public.
7. Working knowledge of computer applications such as Word, Outlook, Excel
8. Working knowledge of the Provincial Offences Act, Highway Traffic Act and Traffic/Parking Bylaws, and other related bylaws and Provincial Statutes.
9. Demonstrated knowledge of general accounting principals, and other municipal operations.
10. Must be available to work outside of a normal work schedule for both planned and emergency situations as needed.
11. Must possess a valid Class "G" driver's licence.

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