

CITY OF HAMILTON

PLANNING & ECONOMIC DEVELOPMENT DEPARTMENT

(PARKING & BYLAW SERVICES – PARKING ENFORCEMENT & SCHOOL SAFETY – LOCATION – 80 MAIN ST W

SUPERVISOR, PARKING ENFORCEMENT & SCHOOL SAFETY – CUPE 1041

SUMMARY OF DUTIES

Reporting to the Manager, Parking Enforcement & School Safety, responsible for the supervision of Parking Control Officers in the enforcement of parking violations on public highways and private and municipal properties inclusive of the towing operation and private property program as well as other enforcement initiatives and investigations. Responsible for the supervision of the School Crossing guards in providing safe crossing for elementary school children by controlling vehicular traffic at approved school crossing locations. Provide safety training for schools and various other community groups. Provide innovative and creative solutions to various operational situations using industry best practices.

GENERAL DUTIES

Supervises personnel in enforcement activities by assigning daily enforcement areas to staff and monitors adherence to enforcement procedures.

Responsible for the day to day operations of the School Crossing program and ensures that approved school crossing locations are staffed at all times.

Performs technical studies to assess safety requirements to determine the rationale of providing/not providing a school crossing guard at a location and make recommendations of such.

Monitors and reviews staff performance, providing corrective measures through continuous improvement principals and methods.

Reviews and makes recommendations related to parking enforcement and school safety in person, by telephone and by correspondence.

Explains interpretations to staff of the Provincial Offences Act, the Highway Traffic Act and various Municipal By-laws and rationale for regulations and enforcement policy and procedures.

Supervises personnel in the field and enforces violations on and off-street. Ensures standard regulations are met in unusual situations, using sound judgment, tact and diplomacy.

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

Provides supervisory support for Parking Adjudicators when required.

Performs various administrative duties associated with supervisory responsibilities such as records keeping, staff evaluations, training new personnel, recommend changes to policy and procedures, and liaising with various departments and agencies on safety related issues.

Lisases with police, the school boards, the courts, other departments, agencies, and the general public.

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.

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

QUALIFICATIONS

1. Demonstrated experience working with the Provincial Offences Act, Highway Traffic Act and Traffic/Parking By-laws and other related by-laws and Provincial Statutes normally acquired through the completion of a Community college diploma in a related field or equivalent combination of related education and experience. Demonstrated supervisory and administrative experience.
2. Must have excellent verbal and written communication skills and ability to deal diplomatically with all levels of management, staff, elected officials, public, subordinates and other departments. Must possess excellent conflict management skills.
3. Computer literacy in electronic mail, internet, word processing and spreadsheet applications (Microsoft Word, Excel, Access). Knowledge of a networked client/server database management system such as Hansen. Must be able to work 3 rotating shifts inclusive of weekends.
4. Implements strategies to improve effectiveness and efficiencies of the operation. Possesses a high level of personal integrity, demonstrated leadership capabilities, and excellent communication skills.
5. Knowledge of general accounting principals and other municipal operations. Ability to gather and report on statistical data.
6. Must possess a valid Ontario Class "G" Driver's licence.
7. Demonstrated knowledge of Health and Safety Act and applicable regulations as it relates to the position.

THIS POSITION REQUIRES THE SUCCESSFUL APPLICANT(S) TO WORK A THREE SHIFT ROTATIONAL SCHEDULE INCLUSIVE OF WEEKENDS.

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