CITY OF HAMILTON

PLANNING & ECONOMIC DEVELOPMENT DEPARTMENT
PARKING AND ENFORCEMENT OPERATIONS

PARKING INVESTIGATOR - CUPE 5167

SUMMARY OF DUTIES

Reporting to the Supervisor of Parking Services, investigate applications for boulevard parking and leasing, driveway approach approvals and business licence applications. Prepare drawings, recommendations, agreements, correspondence and reports required in the processing of these applications.

GENERAL DUTIES

Receives and investigates applications for boulevard parking, commercial boulevard leasing, driveway approach approvals and business licences.

Inspects and assesses applications, notes operational concerns, measures, sketches and photographs site.

Negotiates with property owners details such as size, location and design of driveways and parking.

Prepares scale drawings; makes recommendations and proposes alternatives forwards to supervisor for approval.

Writes Council Committees reports; forwards for approval.

Composes correspondence; compiles statistics.

Receives and answers enquiries from staff, public, other departments and elected officials.

Receives and answers enquiries from public at counter and through e-mail and Hansen system.

Liaises with public such as real estate agents, solicitors and contractors.

Processes legal agreements; follows up to ensure compliance with by-laws.

Trains new staff.

Operates equipment such as personal computer, portable drafting board, camera and metric tape measure.

Drives vehicle.

Performs preventative maintenance.

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

QUALIFICATIONS

1. Demonstrated ability to draft basic drawings to scale.

2. Knowledge of and ability to interpret Traffic and Street By-Laws.

3. Ability to deal with public in a professional manner.

4. Ability to prepare field reports and use basic survey equipment.

5. Must possess good math skills.

6. Excellent communication skills both verbal and written.