

CITY OF HAMILTON

PLANNING & ECONOMIC DEVELOPMENT DEPARTMENT
(TRANSPORTATION PLANNING & PARKING)
80 Main Street West, Hamilton, ON L8P 1H6

PARKING ASSET COORDINATOR- CUPE 5167

SUMMARY OF DUTIES

Report to the Senior Project Manager, Parking Planning. Assist the Senior Project Manager, Parking Planning on assignments related to Parking Operations including, but not limited to, Capital Projects, Special Projects (enforcement, operational on street parking issues or planning based assignments) and Asset Management.

GENERAL DUTIES (INCLUDING, BUT NOT LIMITED TO)

Under the supervision or direction of the Senior Project Manager, Parking Planning:

Assist in the creation/evaluation of an Asset Management program for all parking related assets and devices (e.g., parking lot surfaces, lighting, payment equipment, storm sewers, pavement markings, signs etc.).

Maintain computerized database inventory of all parking related devices (e.g., payment equipment, lighting, traffic control devices such as signs and pavement markings).

Conduct analysis of asset condition/life cycle and make recommendations on priorities for use in budget planning decisions.

Examines, analyzes, reconciles and reports on parking financial and operational data from a variety of sources for purposes of maintaining and improving customer service and business operations.

Coordinates rate reviews involving user fees, permits and cost recovery formulas to ensure the section is charging the appropriate fees for the services and programs it delivers.

Assist in the creation of procurement documents (e.g. Request for Proposals, Tender/Quote) by conducting research and collecting relevant technical information.

Provide technical support for ongoing capital projects (i.e., monitoring project progress, taking measurements, reviewing drawings).

Conduct investigations/site visits and compose correspondence to aid in the review of development applications to ensure compliance with City Official Plan, Zoning By-Law, Master Plan Documents, City policies and Planning Act requirements as it relates to parking matters.

Documents site conditions, prepares field reports, and provides contract administration on assigned projects. Ensure compliance with all health and safety requirements on construction sites.

Oversight of field operations of contractors, initiating inspections, reviewing related construction reports and recommending appropriate changes during the construction phase, ensuring that all materials, operations and construction conform to specifications.

Assists in review of consultant and contractor payments based upon work completed and provide recommendations for payment to Senior Project Manager. Co-ordinates and tracks the completion of deficiencies with the general contractor and consultant.

Maintains records of project budget, schedule, and progress. Prepares routine site inspection reports for ongoing projects.

Research, collect and organize information related to rate structures, market conditions, facility/parking meter utilization, and user composition for use in the development of customer service improvements and revenue maximization reviews.

Evaluates and creates parking by-law regulations and corresponding work orders.

Reviews and comments on construction management plans as they relate to parking.

Participate on multi-disciplinary teams comprised of internal/external staff related to capital projects, development applications and other special corporate projects.

Receive and answer inquiries of a technical nature from Council, public, staff and other municipal/government agencies.

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 responsibilities of the job.

QUALIFICATIONS

1. Proven knowledge of the principles, theories and practices of Traffic Engineering and or Capital Projects/Asset Management normally acquired by attaining a Traffic Engineering Technology or Civil Engineering Technology diploma or equivalent.
2. Eligible for registration as a Certified Engineering Technologist (C.E.T.) or equivalent.
3. Experience in a Transportation, Construction or Planning environment and/or equivalent combination of education and experience. Knowledge of parking operations, capital projects and development planning an asset.
4. Demonstrated organizational, problem solving and research skills.
5. Excellent interpersonal and communication (written and verbal) skills and the ability to deal diplomatically with all levels of management, staff, elected officials and the public.
6. Possess working knowledge and skill with computers in a Windows environment utilizing MS Office software. Knowledge of software related to Asset Management and or databases would be an asset.
7. Must possess a valid Class "G" Driver's License.

