

## CITY OF HAMILTON

**PLANNING & ECONOMIC DEVELOPMENT DEPARTMENT**  
**(PARKING & BY-LAW SERVICES DIVISION – HAMILTON MUNICIPAL PARKING SYSTEM - LOCATION - 80**  
**MAIN ST. W. AT SUMMER'S LANE)**

**PARKING TECHNOLOGIST - CUPE 5167**

**SUMMARY OF DUTIES**

Reports to the Senior Project Manager, Parking Planning. Assists the Senior Project Manager, Parking Planning on assignments related to Parking Operations and Enforcement including: Capital Projects, Special Projects (enforcement, operational or planning based assignments) and Asset Management. Conducts day-to-day tasks related to the Asset Management System. Researches and organizes data related to 'best practices' and emerging technology. Provides technical support on capital projects. Conducts investigations and composes correspondence related to development applications.

**GENERAL DUTIES**

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.

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.

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.

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. 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.
3. Demonstrated organizational, problem solving and research skills.
4. 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.
5. 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.
6. Knowledge of statutes, regulations and by-laws related to the parking industry. (e.g. Occupational Health and Safety Act, Ontario Highway Traffic Act, Planning Act, Municipal Act, and relevant municipal statutes).
7. Must possess valid Class "G" Driver's License and provision of own car.

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