

CITY OF HAMILTON

PUBLIC WORKS DEPARTMENT
(TRANSIT DIVISION – TRANSIT FARE ADMINISTRATION & ACCESSIBLE TRANSPORTATION SERVICES -
LOCATION - 2200 UPPER JAMES ST.)

TICKET DELIVERER - ATU 107 (1585 WORKGROUP)

SUMMARY OF DUTIES

Reporting to the Supervisor, Revenue and Accessibility, operates a non-revenue company vehicle in a safe and proper manner for delivery of tickets and passes, and the collection of revenue from various sales outlets.

GENERAL DUTIES

Deliver tickets and passes as listed on daily delivery sheets.

Collect revenue from the sale of tickets and passes.

Document sales and revenue and prepare bank deposits on a daily basis.

Retrieve data and generate reports as required.

Balance the number of tickets and passes delivered to each sales outlet to tickets and passes sold or returned, on a monthly basis.

Establish all new sales outlets. Provide information regarding their fare structure, payment guidelines, etc.

Perform duties associated with the transfer of fare box revenues, as may be periodically required by the staff absence.

Complete the destruction of returned or out-of-date fare media, as assigned.

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

QUALIFICATIONS

1. Demonstrated knowledge of basic accounting and math concepts.
2. Experience in a computerized environment. Good working knowledge of MS Windows XP (Word, Excel and Outlook) and database software. Demonstrated ability to input and retrieve data as well as the ability to maintain database. Able to print standard queries. Knowledge of HSR Revenue software (MAVIS) would be considered an asset.
3. Good written and verbal communication skills.
4. Must be well organized, possess initiative, good judgement and able to work independently.
5. Ability to prepare and reconcile bank deposits as well as balance ticket sales.
6. Must possess a Class "G" Driver's Licence valid in the Province of Ontario.
7. Must be bondable.
8. Physically capable of handling all items for delivery and pick up.

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