

CITY OF HAMILTON

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

HSR FARE MEDIA COORDINATOR – ATU 107 (1585 WORKGROUP)

SUMMARY OF DUTIES

Reporting to the Supervisor of Revenue and Accessibility, is responsible for maintaining controls which ensure security of HSR fare media, revenues, fare system components, and revenue records. Responsible for performing transfer of revenues and transport of company items requiring secure handling.

GENERAL DUTIES

Receives all fare media stock into inventory and enters serial numbers and/or quantities into ledgers and databases.

Maintains all fare media employed by Transit, monitoring movement of stock from receipt to destruction by issuing, receiving, verifying, recording and otherwise accounting for the disposition of fare media.

Performs destruction of all returned stock, and tickets redeemed through the fare system, using a shredder.

Performs transfer of fare system revenues to revenue processing contractor, utilizing electric tow motor, but otherwise requiring the pushing, pulling and positioning of heavy fare system components.

Monitors and records fare system equipment movements and fare system transactions; investigates events and incidents to ensure security of fare system is maintained. Secures revenues from damaged fare system equipment and prepares for shipment to revenue processing contractor.

Performs special audits and studies of the fare system, on vehicles and within facilities.

Operates company vehicles to transport and distribute fare system equipment, company mail, lost and found, fare media, and other items requiring secure handling.

Operates and utilizes fare system probe lines, smart probes, revenue transfer equipment and fare boxes.

Receives cheques, recording transaction details and preparing bank deposits.

Verifies and reconciles reports from Ticket Deliverers, Ticket Agents, and others; verifies bank deposits, and reconciles cash and account receivable details against tickets and passes distributed and collected.

Consolidates individual bank deposits from all sources into daily deposit for shipment via armored transport.

Performs database entries, reconciliations and queries; runs standard and other reports. Prepares daily, monthly and other reports for review by the Supervisor or by Finance and Administration staff.

Affixes postage to outgoing company mail; maintains a personal float for special postage requirements; distributes company mail.

Maintains a safe work environment through regular inspection of fare system equipment, other specialized equipment, and work areas; and through the application of appropriate safety procedures and guidelines.

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

QUALIFICATIONS

1. Demonstrated experience in the duties listed above normally acquired through a combination of education and relevant work experience.
2. Experience in a computerized work environment. Working knowledge of Microsoft Office (Word, Excel, and Outlook) and database software, including database query tools. Able to input, retrieve and interpret data. Able to create reports by bringing information together from various sources.
3. Demonstrated ability to work with figures and balance cash transactions; previous experience involving revenue and financial record keeping and analysis considered an asset.
4. Capable of assessing and taking appropriate action on changing priorities within the workplace.
5. Physically capable of performing duties which include driving company vehicles; and lifting and/or moving moderately heavy fare system equipment and boxed fare media. Able to work in a variety of physical environments including transit buses and service line areas.
6. Must possess a current valid Class "G" Ontario Driver's License.

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