

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 PLANNING TECHNOLOGIST - CUPE 5167
(1 PERMANENT FULL TIME POSITION)

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, Review of Development Applications, Capital Projects, Asset Management, Land Development and Acquisitions as they relate to the Hamilton Municipal Parking System. 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.

GENERAL DUTIES

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

Review 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.

Assist on multi-disciplinary teams comprised of staff not only from the Planning and Economic Development Department, but from other City Departments and outside agencies in order to address development and redevelopment as it pertains to parking matters

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

Maintain inventories of parking related devices as it relates to asset management such as payment equipment, lighting, traffic control devices such as signs and pavement markings; manages and updates asset management database.

Assist in the development of the annual and 10-year Capital Program.

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

Research and provide technical information for insertion in Request for Proposals (RFP's) and Tender/Quote documents.

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.

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 normally acquired by attaining a Traffic Engineering Technology diploma or equivalent.
2. Considerable experience in a Transportation or Planning environment and/or equivalent combination of education and experience. Knowledge of parking operations and development planning an asset.
3. Demonstrated organizational, problem solving and research skills.
4. C.E.T. designation preferred (or obtainable within two years).
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. 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).
8. 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.

SALARY:

Salary Grade L

\$32.528 - \$34.007 - \$35.485 - \$36.964 per hour

HOURS:

35 per week

NOTE 1:

This position(s) currently requires the incumbent(s) to use their personnel vehicle(s) 3 or more times per week for City business. In accordance with the City policy, parking is provided at this time. Should this job requirement change, parking will only be provided in accordance with the City policy in force at that time.

THE INCUMBENT SHALL COMPLY WITH ALL HEALTH AND SAFETY POLICIES AND PRACTICES FOR THIS POSITION AND THE WORKPLACE

This posting closes August 5, 2011

To apply on-line, visit www.hamilton.ca and click on "Jobs at the City" in the left menu bar, then "Careers Open to the Public".

Alternatively, you may forward your resume, quoting the Job Title and Job ID # 7455 to:

**City of Hamilton
Human Resources
71 Main Street West
Hamilton ON L8P 4Y5**

When delivering your resume in person, please visit us at our physical address - 120 King Street West, 9th Floor, Hamilton, ON between the hours of 8:30 am – 4:30 pm, Monday to Friday.

We thank all applicants for their interest; however, only those under consideration will be contacted.

The City, an equal opportunity employer, values the diversity of our workforce and the knowledge of our people.