

Job Description

Job Title:	Parking Technician
Department:	Parking Services
Reports To:	Manager, Parking Services
Jobs Reporting:	none
Salary Grade:	USG 5
Effective Date:	January 2019

Primary Purpose

This position is responsible to the Manager of Parking Services for providing outstanding customer service to the University populations as well as visitors to campus.

This position is responsible to independently resolve problems that relate to parking equipment on campus and providing that information to the Senior Technician and Manager.

Key Accountabilities

Parking equipment installation and maintenance

- Installation, repair and maintenance of parking gate controls
- Installation, repair and programming of computers for Parking Services network

Customer Service

- Liaison with outside contractors, vendors and University departments as it relates to gate controls, alarm systems, emergency phones, intercoms, two way radios and personal computers

Campus Event Support

- Co-ordination of signs and additional personnel for large campus activities as it relates to traffic and parking. Provide recommendations for signs on campus to provide safety for pedestrian and vehicular traffic on the campus

**All employees of the University are expected to follow University and departmental health and safety policy, procedures and work practices at all times. Employees are also responsible for the completion of all health and safety training, as assigned. Employees with staff supervision and/or management responsibilities will ensure that assigned staff abide by the above, and actively identify, assess and correct health and safety hazards, as required.*

Required Qualifications

Education

- Ontario secondary school graduation diploma or equivalent combination of education and experience. Post-secondary education in business management, facilities management or related field may be preferred.

Experience

- Experience in an automation environment is an asset
- Related experience with Zeag-Hub parking system is an asset

Knowledge/Skills/Abilities

- Capable of understanding and using Microsoft Windows and associated software.
- Demonstrated ability to problem solve minor equipment repairs and maintenance

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- Ability to work with the campus community to resolve issues associated with the parking infrastructure.
- Mechanical aptitude
- Able to operate tools, both basic and power, safely and properly

Nature and Scope

- **Contacts:** Internal contacts include faculty, staff, students and visitors to campus. External contacts include contractors and vendors.
- **Level of Responsibility:** Support Senior Technician
- **Decision-Making Authority:** Minimal
- **Physical and Sensory Demands:** Physical effort requires considerable walking and standing. Physically capable of lifting up to 50lb unassisted.
- **Working Environment:** May be exposed to extreme weather conditions. Exposure to moderate uncomfortable conditions resulting from interaction with emotionally charged individuals. Some weekend and after hours work is required during the peak periods.