



PARKING OPERATIONS SUPERVISOR

Posted: Wednesday, July 28, 2021
Job Number: PN-21-29
Job Type: Permanent Full-time, Non-Union
Closing Date: Wednesday, August 11, 2021

Choose Barrie

The City of Barrie is a vibrant, progressive, and growing community with deep connections to our heritage, to nature and to the opportunities surrounding us.

Our community values quality of life; the ability to play year-round with 300 hectares of park space, our beautiful waterfront, our lively downtown core and the nearby hills, wetlands, and forests. We also value connections; to our neighbours and the community, to our road and rail network, and to the opportunity Barrie provides to enjoy life.

Everything Barrie has to offer, from the water we drink to the roads we travel on, has one thing in common - municipal workers. Joining a municipality is one of the most rewarding, engaging, and exciting careers you could choose. It is a career you can take pride in knowing that every day you make a positive impact on an entire community. We are one team, with one goal and we all work together to continue making our community great.

The Opportunity

Access Barrie combines customer service, marketing and communications, and transit and parking strategy. This strategic portfolio reflects the importance and need for the City to easily and efficiently connect the people who live and work in Barrie to the people, places, services and information that matters to them. Marketing and Communications work closely with staff from all departments, the Mayor, CAO and City Council to develop corporate communications plans and marketing strategies in support of City initiatives, programs and services.

Under the general guidance and direction of the Manager of Business Services, the Supervisor of Parking Operations position is responsible for the supervision, operation, and administration of the Parking Operations section within the Transit and Parking Department. Specifically, this position supervises the planning, installation, and maintenance of all paid parking lots, parking control devices; including meters and pay stations, signage, and pavement markings including the development and administration of contracts and contracted services. Additionally, this position supervises the collection of parking revenue, which involves overseeing the tracking, monitoring, and reconciling of revenue generated from parking meters, pay stations, and parking permits. Finally, the position leads and participates in the development of asset management plans, facility condition assessments, long-range financial plans, technology adoption and integrations, and other related studies and initiatives.

Our Culture and Qualifications of the Job

Corporate Culture

- Your workplace values align with our corporate values of **Strive, Share and Care** and you want to join us in providing exceptional services and programs to build a prosperous, growing and sustainable community

Education (degree/diploma/certifications)

- Four (4) year University Degree in Engineering, Planning, Public Administration, Business Administration, or related field

Experience

- Five (5) years of experience performing duties related to the above mentioned major responsibilities, including demonstrated leadership/supervisory experience

Knowledge/Skill/Ability

- General knowledge of the following principles and standards: - Budget development and budgeting processes and practices - Management principles, labour relations principles and collective agreement administration, and contemporary management practices
- Working knowledge of the following principles and standards: - Occupational Health and Safety Act, Highway Traffic Act, Ontario Traffic Manuals - Municipal infrastructure and public works operations -
- Demonstrated Ability to:
 - Align section programs/services with branch, departmental, divisional and corporate goals, objectives and initiatives; build cohesive and motivated teams; conduct research and prepare reports; develop, promote and maintain effective relationships with internal and external stakeholders; effectively allocate budgets, time and human resources to support the achievement of section, branch, divisional and/or corporate goals and objectives; identify complex problems, develop and evaluate options, and implement solutions utilizing reason, judgment and prescribed resources; interpret and analyze data, identify challenges or opportunities, and make recommendations; lead and inspire innovation and the adoption of best practices; lead staff in achieving objectives and encourages others to work in manner that will meet or exceed the desired objectives or results; lead, coach, mentor and support staff;
- Intermediate skills include: Analytical; Interpersonal; Organizational; Problem Solving; Report-writing; Supervisory; Time Management; Verbal Communication; Written Communication
- Intermediate computer literacy using the following systems and software: Microsoft Office Suite (Excel, PowerPoint, Outlook and Word), GIS, AutoCAD, computerized maintenance management system software, project management software and the Internet
- Availability to assist with after-hours questions, concerns, or emergencies; to attend evening/weekend meetings or special events; or to work outside of designated normal hours per week

Conditions of Employment

- Valid Ontario Class "G" Driver's Licence in good standing
- Satisfactory Criminal Record Check*

Other Important Information

Location: City Hall, 70 Collier Street, Barrie, Ontario, or Applicable City Location

Hours: The normal hours of work are 35 hours per week; however, some non-standard hours may apply.

Wage: This a permanent full-time non-union position with the following pay level and 2021 pay range:

- **Pay Level:** Level 12
- **Yearly Salary:** \$80,063.90 to \$102,204.93 per year
- **Hourly Pay Rate:** \$43.99 to \$56.16 per hour

Benefits: This position includes a comprehensive non-union benefit plan, including but not limited to extended health and dental coverage, life and accident insurance, paid vacation and sick days, short/long term disability plans, OMERS pension plan, discounted rate for City Fitness Memberships and much more.

The Application Process

Please submit your resume electronically by quoting **PN-21-29 – Parking Operations Supervisor** in the subject line (*MS Word or pdf format only*) to email Hire.Me@Barrie.ca by Wednesday, August 11, 2021.

Don't meet the credentials as outlined but have years of directly related experience? Please see the City's [Education Equivalency Procedure](#) to determine if you may qualify for equivalency. Further information is available at www.barrie.ca/JobOpps.

- [Position Equivalency Code: E](#)

Please note that verification of educational credentials will be required from the preferred candidate prior to an employment offer.

The City of Barrie is an equal opportunity employer, and we will accommodate the needs of applicants under the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act (AODA) throughout all stages of the recruitment and selection process.

Personal information collected will be used in accordance with the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA) for the purpose of candidate selection.

Disclaimer: The job posting has been designed to indicate the general nature and essential duties and responsibilities of work performed by employees within this job title. It may not contain a comprehensive inventory of all duties and responsibilities required of employees to do this job. For full position details, please request a copy of the Job Description by emailing Hire.Me@Barrie.ca.

We thank all applicants and advise that only those selected for an interview will be contacted.