

JOB OPPORTUNITY

2018 - 64

Title: Parking Technician
Location: Cornwall Centre, Regina Saskatchewan
Reporting To: Operations Manager, Cornwall Centre
Scheduled Hours: 40 hours per week, Schedule subject to rotation and Weekends depending on needs of property

Position Summary

To ensure efficient and uninterrupted service of electronic parking equipment so as to maintain utmost in customer service to public utilizing parking facility.

Tasks & Responsibilities of this position include:

- Respond, in a timely manner, to maintenance and emergency calls;
- Perform preventative maintenance on all electronic and mechanical parking equipment;
- Complete a thorough daily inspection of the parking equipment to ensure proper maintenance is performed and optimum performance maintained;
- Update parking equipment software and hardware, as required;
- Troubleshoot and perform necessary repairs to correct technical issues with parking equipment;
- Order parts for equipment and ensure accurate orders are received;
- Help to ensure accurate reporting of parking revenue by responding to mechanical/electronic issues with equipment;
- Ensure cost effective operations by maintaining an effective preventative maintenance program and related records;
- Assist parking contractors when working in the facility;
- Assist in monitoring hourly and monthly parking access;
- Provide exceptional customer service to all stakeholders (ie. contractors, tenants and customers);
- Other duties as assigned.

Skills & Experience Required:

The ideal candidate will possess:

- Minimum High School Graduation Diploma or equivalent;
- Electronics Technician Diploma or related discipline (preferred);
- Exceptional customer service skills;
- Proven problem-solving skills;
- Time management skills;
- Ability to work independently and be a self-starter;
- Team oriented;
- Excellent written and verbal communication skills;
- Familiar with applicable health & safety legislation (eg. WHMIS, Occupational Health & Safety);
- Must be able to provide Clear Criminal Background Certificate;

If you, or anyone that you know of, are interested in applying for this position, please forward your resume, not later than October 19th, 2018 to:

Cornwall Centre Administration Office
202- 2114 11th Avenue
Regina SK S4P 0J5
Attention: Greg Gottselig, Operations Manager

Fax: (306) 352-7727

Email: greg.gottselig@cushwake.com