



## **JOB DESCRIPTION**

**TITLE:** Parking and Street Use Technologist

**DEPARTMENT:** Engineering & Public Works

**LEVEL:** 12 (Subject to JE)

**Position Last Evaluated: N/A**  
**Job Desc. Last Updated: N/A**

---

### **JOB SUMMARY**

Under the general direction of the Manager of Transportation, the Parking and Street Use Technologist is responsible for administration of parking and street use permits within the City of Nanaimo. This includes, setting parking restrictions and pricing, responding to parking enquires and coordinating with parking enforcement staff. The incumbent oversees administration of street use permits including reviewing and approving Work in City street permits, special event permits, traffic management plans and filming permits. This position represents the City with respect to parking and street use policies.

### **DUTIES AND RESPONSIBILITIES**

1. Administers projects and programs, including supporting parking and street use goals and objectives laid out in the Nanaimo Transportation Master Plan; preparing designs and estimates for new meters, pay stations and other types of parking regulations (time limits and special zones) and studies and plans for parking and street use management.
2. Receives and responds to parking and street occupancy enquiries and concerns within the City from developers, architects, consultants, the public and other staff and provides technical support with regard to parking or street occupancy issues.
3. Conducts technical analysis of parking related concerns and makes recommendations to ensure a safe and efficient street system for all modes of transportation.
4. Monitors, researches, and reports on current and projected conditions to provide recommendations on changes to on street regulations and user fees for parking; both on street and within City parking facilities.
5. Identifies the need for, coordinates, and develops reports to Council, parking related reports, policies, bylaws or guidelines consistent with the Nanaimo Transportation Master Plan and other applicable City policies and bylaws.

---

**DUTIES AND RESPONSIBILITIES (Cont)**

6. Maintains and manages the content of transportation related spatial datasets that are stored in the City geographic information system (GIS) and assists staff in the GIS Unit with the development of specifications for the collection of transportation related spatial data and software applications for use by staff and the public.
7. Develops Requests for Proposals, evaluates and selects proponents and performs project management duties to ensure contractors and consultants' work and deliverables meet the goals and objectives.
8. Responsible for stakeholder management for parking and parking and street use related issues ensuring that appropriate public consultation for projects is completed. Plans and organizes public open houses, represents the City in discussions with internal and external stakeholders, prepares public project information such as notices, information websites, project signage or other material necessary for successful communication.
9. Responsible for following International Association of Public Participation (IAP<sup>2</sup>) best practices for stakeholder management for active and sustainable transportation related issues ensuring that appropriate public consultation for projects is completed.
10. Reviews the impact of geometric design changes on parking meter and parking regulation layouts.
11. Provides design review with a focus on parking management.
12. Receives, reviews, and prepares conditions for special event, film, and work in city street permits or Traffic Management Plans.
13. Performs other duties as required.

**REQUIRED KNOWLEDGE, ABILITIES AND SKILLS**

Thorough knowledge of engineering practices, methods, standards, techniques and equipment used in traffic/transportation engineering, planning, analysis, design and operation for both vehicle and alternative transportation modes.

Strong verbal and written communication skills with the public, internal and external stakeholders using tact and discretion when settling requests, complaints or clarifying information.

Considerable knowledge and skills in preparation of terms of reference for studies and administration of consulting contracts.

Considerable knowledge of progressive parking demand management techniques.

Considerable knowledge of GIS software including the ability to manage spatial data and carry out spatial analysis.

---

**DUTIES AND RESPONSIBILITIES (Cont)**

Considerable knowledge in the preparation of computer aided drawings, drafting practices and techniques.

Ability to prepare presentation material for stakeholder engagement and Council.

Ability to apply critical thinking and decision making to constantly changing situations and report the decision in a clear and concise report.

Ability to prepare construction documents for the installation or modification of parking regulations and or parking payment devices, including operating and maintenance agreements.

Ability to plan, prioritize and have strong organizational skills.

Ability to research information.

Keeps up to date with changes and advancements in transportation engineering and planning best practices through demonstrated continued professional development.

Thorough knowledge of core computer software suites as well as specialized traffic application software such as AutoCad, InDesign, Infracore, and ArcMap.

**MINIMUM TRAINING AND EXPERIENCE REQUIRED**

Diploma of technology from a recognized technical institute in Civil Engineering, related to civil engineering design, plus specialized courses in the traffic/transportation field.

A minimum of 5 years' related experience in urban transportation and parking management with demonstrated experience dealing with parking issues in an urban environment and delivery of a neighbourhood level parking management strategy.

Or an equivalent combination of education and experience.

Membership in or eligible for membership in the Applied Science Technologists and Technicians of British Columbia as an Applied Science Technologist or Certified Technician.

Possession of a valid B.C. Driver's Licence, Class 5.

**GENERAL STANDARDS**

All employees shall take reasonable care to protect their health and safety, and the health and safety of other persons by becoming familiar with the Occupational Health and Safety (OHS) Program, following established safe work procedures, using protective equipment, and asking for training if unfamiliar with work requested to perform.

Contributes in maintaining a respectful, safe and supportive work environment that embraces diversity and where everyone is treated with courtesy, dignity and fairness.

Takes responsibility for reducing energy consumption within the scope of the job duties.

**GENERAL STANDARDS (Cont)**

Meets the City's core competencies in the areas of Building Relationships, Developing Self & Others, Focusing on Customer, Communicating Effectively, Thinking Strategically and Collaborating for Results.

Adheres to City policies and objectives.

G:\Job Descriptions\Current\1. CUPE\2. Subject to JE\Parking and Street Use Technologist\Parking and Street Use Technologist (Feb 2019).docx