



UNION JOB DESCRIPTION

JD1242

JOB TITLE:	Parking Administration Clerk	JOB DESCRIPTION NO.:	F.CI.10208G.001
CLASSIFICATION:	Clerk IV (Statistics); Clerk III, Cashier; Transportation Attendant I	GRID/PAY LEVEL:	F 16
COLLECTIVE AGREEMENT:	Facilities Subsector	HSCIS NO.:	10208; 10202; 19001
UNION:	HEU	JOB/CLASS CODE:	10208G
PROGRAM/DEPARTMENT:	Operations & Support Services; Protection Services	BENCHMARKS (If Applicable):	10208; 10202; 19001
REPORTING TO:	Parking Coordinator or designate		
FACILITY/SITE:	Nanaimo Regional General Hospital (NRGH)		

JOB SUMMARY:

In accordance with the Mission, Vision and Values, and strategic directions of Vancouver Island Health Authority patient safety is a priority and a responsibility shared by everyone at VIHA and as such, the requirement to continuously improve quality and safety is inherent in all aspects of this position.

Reports to Coordinator, Parking or designate. Administers the transportation and parking program for all regional sites. Processes and controls the Parking Permits Program. Creates, compiles and maintains a variety of statistical reports by using word processing, database, and spreadsheet software in support of Departmental operations.

TYPICAL DUTIES AND RESPONSIBILITIES:

1. Using a computerized database program, maintains an inventory of on-site and off-site park stalls and park stall users, by tracking the number of stalls and users by categories, such as car pool, rideshare, and neighborhood sponsor. Registers parking stalls in a database and matches staff participants to available stalls. Issues and controls bicycle locker keys and access to the bicycle room.
2. Gathers and analyzes parking data. Develops and distributes employee parking surveys, compiles returns, and, using various software, generates spreadsheets and reports detailing key information. Researches and reports on parking-related practices and procedures of other institutions, such as use of the ProPass Program.
3. Registers vehicles, issues parking permits to staff, physicians, and other users and processes the billing information to physicians and other authorized users.
4. Answers inquiries regarding parking and transportation programs and resolves problems and discrepancies as required. Drafts routine response for own or Coordinator's signature, as appropriate.
5. Liaise with concession groups (auxiliary, pastoral care, volunteers, family caregivers, renal patients etc). Verifies information collected is valid, enters information into database and payroll system and mails new permits annually.
6. Accounts for monies collected from permit sales by collecting, balancing, reconciling, checking, verifying, and recording cash, credit card purchases and receipts. Maintains a cash float and provides and records refunds in accordance with guidelines. Bills outside contractors and vendors directly and collects and reconciles accounts.
7. Order signs, painting, lights and other parking lot maintenance equipment. Ensures work has been completed.
8. Creates special permits and arranges for special events at sites. Liaises with parking management company on client's behalf for violation disputes.

9. Controls BC Transit ProPass Program and other related transit products. Reconciles monthly cheque and subsidy. Liaisons on behalf of VIHA staff with BC Transit.

10. Performs other related duties as required.

QUALIFICATIONS:

Education, Training And Experience

Grade 12 and two years' recent related experience or an equivalent combination of education, training and experience. Valid BC Class 5 vehicle license.

Skills And Abilities

- Ability to keyboard at 45 wpm
- Ability to communicate effectively both verbally and in writing.
- Ability to operate related equipment.
- Physical ability to carry out the duties of position.
- Ability to organize work.
- Ability to deal with others effectively.