

PARKING METER TECHNICIAN I

DEFINITION

Under immediate supervision, assists in the efficient operation of parking meter zones by installing, maintaining, inspecting, repairing and replacing parking meters.

ESSENTIAL FUNCTIONS INCLUDE BUT ARE NOT LIMITED TO

Installs, maintains, inspects, repairs and replaces parking meters throughout assigned area of city. Removes broken parking meters/poles and performs replacement installations. Operates a light truck to haul equipment and tools for repair and maintenance duties. Communicates from the field through the use of a hand held radio. Enters information about daily activities (such as repair/maintenance assignments), meters in need of repair, and tool inventory into a database. Issues parking citations and may testify in court as required. Reports any vandalism and/or theft to the Lead Parking Meter Technician and/or the Police Department. Performs a variety of duties to enhance and maintain the aesthetics of parking meter zones, such as assisting with the painting of parking stalls or parking directionals, and washing sidewalks with a pressure washer. Assists with collecting revenue on a designated route. Responds to questions and concerns from the public. Performs other duties as assigned.

DISTINGUISHING FEATURES OF THE CLASS

This is the experienced entry-level classification in the Parking Meter Technician series. Employees in this class are responsible for the performance of skilled repair and maintenance duties. This classification is distinguished from the next higher level of Parking Meter Technician II in that the latter is responsible for an assigned revenue collection route and delivery/deposit of revenue, and provides technical direction and training to the Parking Meter Technician I. As the Parking Meter Technician I acquires greater skill through experience, the type of supervision received will become more general rather than immediate.

RECOMMENDED MINIMUM QUALIFICATIONS

One year of experience in the skilled repair of small engines and/or mechanical devices, or any equivalent combination of training and experience which provides the following knowledge, skills and abilities:

DESIRABLE KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of: principles and practices used in the general maintenance and operation of mechanical devices; common tools and equipment used for mechanical repair, construction and maintenance work; safe work practices.

Some Knowledge of: methods of receiving, handling and recording revenue.

Skill in: the use of tools and equipment used to perform skilled maintenance of mechanical devices, general maintenance and construction duties; the use of a personal computer.

Ability to: apply basic mechanical, masonry, landscaping, and plumbing concepts in the repair and replacement of parking meters; make simple mathematical computations; work independently from oral and written instructions, assembly diagrams, schematics, sketches and specifications; assist in the collection of parking meter revenue; apply knowledge of safe work practices to day-to-day operations; use a computer to keep detailed records; communicate effectively both orally and in writing; establish and maintain effective working relationships with other City employees, outside vendors/contractors, City officials and the general public in a culturally diverse community.

SPECIAL REQUIREMENTS

Possession and retention of a valid California Class C Driver's License throughout tenure in this position is a condition of employment. Must be able to lift and carry materials weighing up to 100 lbs. and perform duties requiring physical activity and extensive walking.

SPECIAL WORKING CONDITIONS

Must be willing and able to work outdoors under varying climatic conditions and be available to work irregular hours and weekends as needed.

DESIRABLE CHARACTERISTICS

Successful performers are mechanically oriented and enjoy the challenge of keeping mechanical devices in smooth working order. These individuals are honest, reliable, conscientious, well-organized and detail-oriented. They are able to work independently, yet are comfortable asking for advice and assistance from those with more technical expertise. These individuals prefer working outdoors for sustained periods of time, and enjoy walking long distances. They utilize good judgment and strong interpersonal/communication skills to deal tactfully, yet firmly with the public.

Class title established per Council Resolution No. 97-028,
effective 7-1-97

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