

PARKING METER TECHNICIAN IIDEFINITION

Under general supervision, performs responsible and efficient operation of the City's parking meter program within established parking meter districts.

ESSENTIAL FUNCTIONS INCLUDE BUT ARE NOT LIMITED TO

On a designated route, is responsible for the collection and preparation of parking meter revenue for deposit and delivery to authorized armored vendors. Removes broken parking meters/poles and performs replacement installations. Inspects, initiates and performs parking meter maintenance, calibration, repair and installation. Enters information into a database on revenue collection, broken meter repairs, inventory of tools, preventive maintenance schedules and prepares reports using a personal computer. Enhances and maintains the aesthetics of parking meter zones by performing a variety of duties such as painting parking stalls or parking directionals, and washing down sidewalks with a pressure washer. Prepares and submits plans of parking meter zone changes to supervisor. May be required to participate and attend meetings with downtown business community. May write reports and/or correspondence. Conducts minor investigations and reports any vandalism and/or theft to the Parking Meter Operations Supervisor and/or the Police Department. Operates a light truck to haul equipment and tools for repair and maintenance duties. Orders parts and equipment for use in the Parking Meter Program. Provides technical training to entry- level staff performing work in support of the Parking Meter Program. Responds to questions and concerns from the public. Provide lead supervision in absence of supervisor. Implements Total Quality Service in all unit operations. Performs other functions as assigned.

DISTINGUISHING FEATURES OF THE CLASS

This is the journey level classification in the Parking Meter Technician series. Employees in this class are distinguished from the entry level Parking Meter Technician I by the level of complexity of the work performed, and by the increased responsibility for the efficient operation of the Parking Meter Program. This individual provides technical advice and training to the Parking Meter Technician I. An employee in this class may serve in a lead assignment capacity.

RECOMMENDED MINIMUM QUALIFICATIONS

Completion of the probationary work test period as a Parking Meter Technician I with the City of Santa Ana; or two years 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, repair and operation of mechanical devices; common tools and equipment used for mechanical repair, construction and maintenance work; techniques and procedures for repairing, maintaining, removing and installing parking meters; safe work practices; methods of receiving, handling and recording revenue.

Skill in: the effective use of tools and equipment used in the repair of mechanical devices, general maintenance and construction; the use of a personal computer.

Ability to: apply mechanical, masonry, landscaping, and plumbing concepts; make mathematical computations to record revenue collections; work independently from oral and written instructions, assembly diagrams, schematics, sketches and specifications; communicate effectively both orally and in writing; establish and maintain effective working relationships with other City employees, the general public, outside vendors/contractors and City officials.

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

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

DESIRABLE CHARACTERISTICS

The successful performer is an experienced mechanical technician who takes the initiative to resolve problems and promote efficiency in the unit operations. Using the principles of Total Quality Service, this individual is a team player who is able to work with minimal instruction or supervision. Skilled in troubleshooting and meter repair, a Parking Meter Technician II demonstrates good judgement, tact and high ethical standards in all facets of their work.

Class title changed from Parking Meter Technician per Council Resolution No. 97-028,
effective 7-1-97

Revised 10/97, 09/01

Reviewed: 08/08

ADA Approved: 08/08