



Office of Human Resources  
Parking Meter Collector - CJ1985  
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### General Statement of Duties

Collects revenue from parking meters, maintains and services parking meter vaults, collection carts, and general operation of vehicle.

### Distinguishing Characteristics

The Parking Meter Collector is an entry level class whose primary responsibility is the collect monies from parking meters located throughout the Denver metropolitan area. Parking Meter Maintenance Technician performs skilled level work troubleshooting and repairing the computerized electronic and mechanical failures of parking meters.

### Level of Supervision Exercised

None

### Essential Duties

Collects coin canisters from parking meters along established routes and deposits coin canister into collection cart canister.

Performs routine maintenance of parking meter vaults, meter locking mechanisms, canisters, collection carts, and resets meter revenue tracking software memory.

Documents parking meters in need of repair beyond routine maintenance, notes issues, and submits to supervisor for maintenance technician repair.

Prepares daily work reports and paperwork and ensures accuracy and correctness with regard to collection canisters, identification tags, route numbers, vehicle information, and bank deposit forms.

Performs daily vehicle inspection to ensure the vehicle is in proper working order and submits documentation for department tracking.

Drives collection vehicle to designated routes for collection of meters and bank deposit drops.

Assists pedestrians and motorists in need of general information or help.

Observes all common safety practices associated with environmental and spatial awareness.

Ensures parking meters are covered or uncovered in accordance with permits.

By position, may be required to be on-call to address emergent needs.

Performs other related duties as assigned or requested.

Any one position may not include all of the duties listed. However, the allocation of positions will be determined by the amount of time spent in performing the essential duties listed above.

### Competencies

Attention to Detail – Is thorough when performing work and conscientious about attending to detail and time management.

Interpersonal Skills – Shows understanding, friendliness, courtesy, tact, empathy, cooperation, concern, and politeness to others and relates well to different people from varied backgrounds and different situations.

Reading - Understands and interprets written material, including technical material, rules, regulations, instructions, reports, and charts, graphs, or tables; applies what is learned from written material to specific situations.

Technical Problem Solving – Troubleshoots, diagnoses, analyzes, and identifies systems malfunctions to determine the source and cause of the problem.

Written Communication – Composes, reviews, edits, and issues written materials for diverse audiences and communicates purpose in a succinct and organized manner that is appropriate for context, time, and place.

### **Knowledge & Skills**

Knowledge of machines and tools, including their design, installation, uses, repair, and maintenance.

### **Education Requirement**

Graduation from high school or the possession of a GED, HiSET or TASC Certificate.

### **Experience Requirement**

None

### **Education & Experience Equivalency**

None

### **Licensure & Certification**

By position, requires a valid Driver's License at the time of application.

Licenses and certifications must be kept current as a condition of employment.

### **Working Environment**

Atmospheric Conditions: conditions that affect the skin, eyes or respiratory system.

Potential exposure to cold temperatures, cold enough to cause bodily discomfort.

Potential exposure to cold weather conditions (indoor/outdoor).

Potential exposure to conditions that affect the skin or respiratory system.

Potential exposure to dust.

Potential exposure to extreme temperature changes.

Potential exposure to heat temperatures, hot enough to cause bodily discomfort.

Potential exposure to temperature changes: variations in temperature from hot to cold.

Exposure due to soil, plants, and insects.

Extreme cold conditions.

Occasional pressure due to multiple calls and inquiries.

Personal Safety: aware of surroundings, people, and events.

Pressure due to multiple calls and inquiries.

Subject to burns and cuts

Subject to injury from moving parts of equipment or vehicles.

Subject to injury from moving parts or equipment.

Subject to pressure for multiple calls, inquiries, and interruptions.

Subject to varying and unpredictable situations.

Subject to: traffic, roadways, and pedestrians.

Temperature Changes: Variations in temperature from hot to cold when works in the field.

### Level of Physical Demand

4-Heavy (50-100 lbs.)

### Physical Demands

(Physical Demands are a general guide and specific positions will vary based on working conditions, locations, and agency/department needs.):

Agility: bends, stretches, twists, or reaches out with the body, arms, or legs.

Balancing: maintaining body equilibrium to prevent falling over.

Depth Perception: ability to judge distances and space relationships.

Field of Vision: ability to see peripherally

Fine Dexterity: Coordinate eye-hand to operate a vehicle, reach, hold, grasp and turn objects.

Fingering: picking, pinching, or otherwise working with fingers.

Handling: seizing, holding, grasping, or otherwise working the hand(s).

Handling: seizing, holding, grasping, or otherwise working with fingers.

Hearing/Talking: Hear and determine direction of sound.

Hearing: perceiving the nature of sound by the ear.

Lifting: raising or lowering objects weighing no more than 100 pounds, from one level to another

Memorization

Mental Demands: mathematical reasoning, memorization, oral comprehension, spatial orientation, and written comprehension.

Oral Comprehension

Physical Strength: exerts maximum muscle force to lift, push, pull, or carry objects and performs moderately laboring work.

Pulling: Exerting force upon an object so that it is moving to the person

Pushing: exerting force upon an object so that the object is moving away from the person.

Reaching: extending the hand(s) and arm(s) in any direction.

Repetitive motions: Making frequent movements with a part of the body.

Sitting: remaining in the normal seated position.

Stamina: exerts oneself physically over long periods of time without tiring. (which may include performing repetitive tasks such as hammering or lifting objects).

Standing: remaining one one's feet in an upright position.

Talking: Expressing or exchanging ideas by means of spoken words

Vision Far acuity: ability to see clearly at 20 feet or more.

Vision Near acuity: ability to see clearly at 20 inches or less.

Walking: moving about on foot on uneven surfaces.

Walking: moving about on foot.

Written Comprehension.

### Background Check Requirement

Criminal Check

By position, Motor Vehicle Record

### Assessment Requirement

None

### Probation Period

Six (6) months.

**Class Detail**

**Pay Grade:** J-612

**FLSA Code:** N

**Established Date:** 9/21/2018

**Established By:** LS

**Revised Date:**

**Revised By:**

**Class History:**