



Office of Human Resources
Parking Meter Technician - CJ3105
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General Statement of Duties

Responsible for installing, modifying, troubleshooting, repairing and maintaining electronic parking meters. Services permit requests by posting and removing permit notices for various special events. Pulls various reports from Parking Meter Management System to locate faulty meters and to research citation investigations.

Distinguishing Characteristics

This classification is distinguished from the Parking Meter Collector which collects revenue from parking meters.

Level of Supervision Exercised

None

Essential Duties

Installs, modifies, troubleshoots, repairs and maintains parking meters on a designated route including adjusting mechanisms and replacing working parts and meter heads.

Utilizes the Meter Management System to run various reports of the meters and programs parking rates and times. This system is also used for provisioning RFID's (radio frequency identification cards) and updating kiosk and meter software as well as assisting with citation investigations.

Performs ongoing maintenance by reprogramming parking meters, repairing and replacing faulty meter mechanisms, vandalism, lock repair and replacing and various other issues.

Prepares permits and covers parking meters in accordance with permits or renders parking meters inoperative by removing heads of the meters.

Performs bench work servicing, repairing, and rebuilding electronic parking meters.

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 of Detail – Is thorough when performing work and conscientious about attending to detail.

Customer Service – interacts with customers in a friendly and professional manner, works to resolve issues quickly and effectively, and is knowledgeable about products and services.

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

Technical Competence - Uses knowledge that is acquired through formal training or extensive on-the-job experience to perform one's job; works with, understands, and evaluates technical information related to the job; advises others on technical issues.

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

Knowledge & Skills

Knowledge of safety hazards and necessary safety precautions sufficient to be able to establish a safe work environment for self and others.

Knowledge of the proper functioning of parking meters sufficient to be able to identify, repair and maintain meters.

Knowledge of the policies, procedures, and City permits related to rendering parking meters inoperative sufficient to be able to cover or remove meter heads.

Skill in using computer, hand tools and equipment common to maintenance and repair work.

Skill in establishing and maintaining effective working relationships with other employees and the public.

Skill in communicating and presenting factual information related to the work assignment.

Education Requirement

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

Experience Requirement

Two (2) years of experience performing repair on small electronic and/or mechanical mechanisms such as clocks, radios, and/or vending machines.

Education & Experience Equivalency

Additional appropriate education may be substituted for the minimum experience requirement.

Licensure & Certification

This job requires driving. A valid Driver's License is required at the time of application.

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

Working Environment

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

Subject to many interruptions.

Pressure due to multiple calls and inquiries.

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

Subject to injury from moving parts or equipment.

Level of Physical Demand

3-Medium Work (20 - 50 lbs.)

Physical Demands

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

Lifting: raising or lowering objects weighing no more than 20 pounds, from one level to another.

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

Hearing/Talking: Hear and determine direction of sound.

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

Walking: moving about on foot on uneven surfaces.

Background Check Requirement

Criminal Check

Employment Verification

Motor Vehicle Record

Assessment Requirement

None

Probation Period

Six (6) months.

Class Detail

Pay Grade: J-616

FLSA Code: N

Established Date: 10/7/2018

Established By: AD

Revised Date:

Revised By:

Class History: