



Job Title	Parking Meter Technician	FLSA Status	Non-Exempt
Band	GNL	Probationary Period	12 Months
Zone	6	Job Code	14062

Class Specification – Parking Meter Technician

Summary Statement:	
To perform a variety of maintenance and repair of electronic parking meters; collects and deposits daily monies from City parking meters; downloads data from hand held computer to personal computer; and performs a variety of technical tasks relative to assigned areas of responsibility. Other duties include supporting Parking Systems Manager on special projects when necessary.	
Essential Functions	Note: Regular and predictable attendance is an essential function in the performance of this job.
Time % (All below must add to 100%)	Note: Time spent on each essential function will vary based on operational needs and is only intended to be an approximation over the course of a full year.
50%	Collects revenue and deposits by collecting money daily from assigned routes; delivers coin carts to the bank to be counted and recorded; checks operation and visually inspects meters during route collection; and performs on the spot maintenance if necessary.
30%	Performs ongoing maintenance by programming parking meters with handheld computers; replaces faulty meters and components; replaces information decals when necessary; and investigates all parking meter citations on the Municipal Courts behalf.
15%	Performs data collection and report generation by auditing parking meters on daily collection routes; pulling transition logs on hand held computer for parking meter citations; and creating monthly maintenance and revenue reports for Parking Systems Manager.
5%	Performs seasonal duties by painting parking meter poles; painting non-meter poles as directed by the parking administrator; performing all annual meter housing services; and supporting contractors during downtown projects.



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Competencies Required:

Human Collaboration Skills: Work may require providing advice to others outside direct reporting relationships on specific problems or general policies. Contacts may require the consideration of different points of view to reach agreement. Elements of persuasion may be necessary to gain cooperation and acceptance of ideas.

Reading: Basic - Ability to recognize meaning of common two or three syllable words. Ordinarily, such education is obtained in elementary school up to high school. However, it may be obtained from experience and self-study.

Math: Basic - Ability to perform the four basic arithmetic operations. Ordinarily, such education is obtained in elementary school up to high school. However, it may be obtained from experience and self-study.

Writing: Basic - Ability to write simple sentences containing subject, verb, and object, and/or series of numbers, names, and addresses. Ordinarily, such education is obtained in elementary school up to high school. However, it may be obtained from experience and self-study.

Technical Skills Required:

Work requires a comprehensive, practical knowledge of a technical field with use of analytical judgment and decision-making abilities appropriate to the work environment of the organization.

Relevant Background and Formal Education: Demonstrated skills, competencies, and knowledge required for this job are most often acquired through the following practical experience and level of academic education and training as suggested below.

Education: Equivalent to the completion of the twelfth grade (high school diploma or GED) supplemented by specialized training in parking meter repair, maintenance, or related field.

Experience: Two years of full-time parking meter maintenance and repair or related experience.

Certifications and Licenses: Must possess or be able to acquire the following certifications and/or licenses.

Certifications required in accordance with standards established by departmental policy.



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Supervision Exercised: Position has no responsibility for the direction or supervision of others.

Supervision Received: Receives General Direction: This job title normally performs the job by following established standard operating procedures and/or policies. There is a choice of the appropriate procedure or policy to apply to duties. Performance reviewed periodically.

Fiscal Responsibility: This job title has no budgetary responsibility.

Physical Demands:

Exerting 50-100 lbs. occasionally; 10-25 lbs. frequently; or up to 10-20 lbs. constantly.

Environmental Conditions	Frequency
Primary Work Environment	Shop/Outdoors
Extreme Temperature	Daily
Wetness and Humidity	Daily
Respiratory Hazards	Several Times per Month
Noise and Vibrations	Seasonally
Physical Hazards	Seasonally
Mechanical and/or Electrical Hazards	Rarely
Exposure to Communicable Diseases	Never

Machines, Tools, Equipment, and Work Aids: Coin collection cart, telephone, calculator, printer, vehicles, arc welder, gas torch, generator, small hand tools, pole straightener, paint machine, core driller, air compressor, power hand tools, hand held computer, personal computer, printer, copier, gloves, reflective safety gear, welding helmet, safety glasses, and respirator.

Specialized Computer Equipment and Software: Microsoft Office.

The description above is intended to represent only the key areas of responsibilities; specific job assignments, duties, and environmental conditions will vary depending on the business need of the department and the particular assignment.

Original date: July 2014