

(Proposed Revise/Retitled Specification)

PARKING METER ~~COLLECTION~~ SUPERVISOR

DEFINITION

Under general supervision, is responsible for supervising and participating in the work of **the parking meter collector team**; performs related duties as required.

EXAMPLES OF WORK (Any one position may not include all of the duties listed, nor do the examples cover all of the duties that may be performed.)

Schedules and audits **collection and repair routes** throughout the City; ~~for the collection of deposits at parking meters or payment collection kiosks~~; analyzes and realigns route boundaries and assignments based on a variety of factors such as bagged meters, credit card usage in area, events in the area, and number of meters on the route;

Assigns routes for repairs, collections, and maintenance of parking meters; reviews daily documentation to ensure assigned routes and tasks are completed timely and effectively;

Trains subordinate staff in ~~the collection~~ **and accounting procedures** of money from parking meters, **troubleshooting and repair procedures**, and ~~the operation of coin counting machines~~ **inventory responsibilities;**

Supervises assigned staff including conducting and signing performance evaluations, approving leave requests, and recommending disciplinary actions;

Reviews and documents applicable policies and procedures that affect the operation;

Oversees and monitors the inventory control process, including tracking, ordering, stocking, and distribution of equipment and supplies; ensures stock is tagged accordingly, properly stored, and accounted for in inventory control system;

~~Counts, sorts, and wraps daily receipts;~~

Tabulates and audits financial responsibilities regarding collections and deposits as well as annual and periodic audits of inventory;

~~Tabulates and audits daily collection receipts; prepares spreadsheet for verification of daily collections and duplication of web-based data;~~

Creates general work orders and maintains data in appropriate systems;

Maintains record of daily receipts; prepares and records bank deposits with secured collectors;

Audits parking meters using a web-based data management program;

Transfers and downloads data from a web program and through a coin machine interface to a computer using applicable software; audits and reconciles variances in actual coins collected with data collected (e.g. card read errors, card detection errors, data delays);

~~Reports damaged, malfunctioning, and inoperable meters to appropriate personnel; meets repair staff on the street to open meters for repair or removal;~~

Performs routine maintenance on coin collection equipment;

Reviews daily logs and forms submitted by collection staff;

Prepares monthly summary reports.

~~May perform Parking Meter Collector duties as needed.~~

MINIMUM QUALIFICATIONS

Two (2) years of ~~cash handling or parking meter collection~~ experience **in parking meter repair and/or collection, route management, or bill/coin mechanism collection, maintenance or repair.**

Possession of a valid motor vehicle operator's license.

KNOWLEDGE, SKILLS, AND ABILITIES

Considerable knowledge of large-quantity coin handling security procedures (i.e. collection, storage, and transportation); general knowledge of deposit preparation with coins; general knowledge of modern office practices; some knowledge of basic mathematics; ability to maintain accurate financial records and accounts; **ability to prepare and maintain work records and reports;** ability to handle cash accurately and securely; ability to troubleshoot and resolve variances in collections; ability to work outside in all kinds of weather; ability to plan and supervise the work of others; ability to read maps; ability to plan routes; ability to develop and maintain cooperative working relationships with associates and the general public; **ability to follow written and oral instructions;** ability to accurately operate a coin counting machine; ability to lift and carry coin bags and canisters weighing approximately ~~fifty (50)~~ **thirty-five (35)** pounds; ability to operate a computer and utilize related software; ability to track and analyze data.

Probationary Period:	365 Days
Examination:	Competitive
Job Family/Group:	Labor and Maintenance/General Labor and Maintenance
EEO/DOJ Job Category:	Service-Maintenance
Class established:	02-18-65
Current spec:	06-24-19
Commission action taken:	Revise/Retitle (Parking Meter Collection Supervisor 4/26/21) Revise Revise/Retitle (Parking Meter Collector II 12/17/01)
Last reviewed:	06-24-19

The following is provided for informational purposes only. Compensation is subject to change through the Labor Relations Office of the Human Resources Department.

Compensation Plan:	AFSCME
Salary:	Range 22 - 26
FLSA:	Nonexempt (overtime eligible)

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Assigns routes for repairs, collections, and maintenance of parking meters; reviews daily documentation to ensure assigned routes and tasks are completed timely and effectively;

Trains subordinate staff in collection and accounting procedures of money from parking meters, troubleshooting and repair procedures, and inventory responsibilities;

Supervises assigned staff including conducting and signing performance evaluations, approving leave requests, and recommending disciplinary actions;

Reviews and documents applicable policies and procedures that affect the operation;

Oversees and monitors the inventory control process, including tracking, ordering, stocking, and distribution of equipment and supplies; ensures stock is tagged accordingly, properly stored, and accounted for in inventory control system;

Tabulates and audits financial responsibilities regarding collections and deposits as well as annual and periodic audits of inventory;

Creates general work orders and maintains data in appropriate systems;

Maintains record of daily receipts; prepares and records bank deposits with secured collectors;

Audits parking meters using a web-based data management program;

Transfers and downloads data from a web program and through a coin machine interface to a computer using applicable software; audits and reconciles variances in actual coins collected with data collected (e.g. card read errors, card detection errors, data delays);

Performs routine maintenance on coin collection equipment;

Reviews daily logs and forms submitted by collection staff;

Prepares monthly summary reports.

MINIMUM QUALIFICATIONS

Two (2) years of experience in parking meter repair and/or collection, route management, or bill/coin mechanism collection, maintenance or repair.

Possession of a valid motor vehicle operator's license.

KNOWLEDGE, SKILLS, AND ABILITIES

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Appointing Authority

Date