

(Proposed Revise/Retitle Specification)

PARKING METER ~~COLLECTOR~~ TECHNICIAN

DEFINITION

Under general supervision, is responsible for collecting money from parking meters **and performing routine maintenance on parking meters to ensure proper operation**; 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.)

Walks varying distances to collect revenue from parking meters under various weather conditions for extended periods of time;

Removes coin cups from parking meters, empties them into a collection container, reinserts them into parking meters, and swipes each meter serviced with a meter card;

Transports and turns in coins to the Parking Violations Bureau;

Inserts diagnostic card and records meter conditions;

Inspects assigned parking meters daily for meter trouble indicators, such as jammed coins or foreign items stuck in coin receiver, and clears those issues;

Performs routine preventative maintenance on meters, troubleshooting as necessary, to ensure proper operation of machinery; replaces defective components and wiring;

Disassembles, cleans, calibrates, and reassembles electronic components ensuring proper set-up and maintaining wireless communications link; verifies communications are working properly; aligns, adjusts, and calibrates equipment according to specifications; maintains records of repairs, calibrations, tests and other work activities;

Reports damaged, inoperable, or malfunctioning meters ~~to the appropriate personnel~~;

Cleans meter posts of graffiti, stickers, or other items; straightens posts as necessary;

Validates sticker program and configurations; updates meter stickers as needed;

Bags and un-bags parking meters;

Utilizes parking meter software applications and Microsoft computer programs to prepare signage and to maintain, and monitor parking meters;

Completes and submits to supervisor daily collection log sheets documenting routes serviced, vehicle mileage, and time spent on each meter route;

Completes the meter key log on a daily basis documenting the issuance and return of meter vault keys;

Completes the coin canister log documenting canisters taken out of the office;

Uses a hand-held propane torch to thaw meter key locks;

Operates a light-duty vehicle carrying replacement mechanisms, spare parts, tools, and supplies;

~~Performs on-site routine and preventative maintenance on coin collection equipment which includes lubricating meter key locks;~~

May count money in coin counter;

May prepare the daily deposits and associated reports;

May tabulate daily and monthly collection sheets.

MINIMUM QUALIFICATIONS

Applicants must demonstrate competency in the knowledge, skills, and abilities listed below as determined through the competitive testing process.

Possession of a valid motor vehicle operator's license.

KNOWLEDGE, SKILLS, AND ABILITIES

General knowledge of practices and principles used to repair electronic devices; some knowledge of basic mathematics; aAbility to maintain financial records such as daily cash receipts; ability to compare names and numbers; ability to maintain a numerical filing system; ability to work outside in all kinds of weather; ability to lift and carry coin canisters weighing approximately ~~fifty (50)~~**thirty-five (35)** pounds approximately three (3) City blocks; ability to develop and maintain cooperative working relationships with others; ability to follow written and oral instructions; ability to operate a computer and utilize related software; **ability to read and understand maps, city street maps and signs, manuals, specifications, or other diagrams; ability to read, write, and perform basic mathematical calculations.**

| | |
|--------------------------|--|
| Probationary Period: | 180 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: | 07-30-18 |
| Commission action taken: | Revise/Retitle (Parking Meter Collector 4/26/21)Revise Revise/Retitle (Parking Meter Collector I 12/17/01) |
| Last reviewed: | 07-30-18 |

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 18 - 21 |
| FLSA: | Nonexempt (overtime eligible) |

(Proposed Revise/Retitle Specification)

PARKING METER TECHNICIAN

DEFINITION

Under general supervision, is responsible for collecting money from parking meters and performing routine maintenance on parking meters to ensure proper operation; 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.)

Walks varying distances to collect revenue from parking meters under various weather conditions for extended periods of time;

Removes coin cups from parking meters, empties them into a collection container, reinserts them into parking meters, and swipes each meter serviced with a meter card;

Transports and turns in coins to the Parking Violations Bureau;

Inserts diagnostic card and records meter conditions;

Inspects assigned parking meters daily for meter trouble indicators, such as jammed coins or foreign items stuck in coin receiver, and clears those issues;

Performs routine preventative maintenance on meters, troubleshooting as necessary, to ensure proper operation of machinery; replaces defective components and wiring;

Disassembles, cleans, calibrates, and reassembles electronic components ensuring proper set-up and maintaining wireless communications link; verifies communications are working properly; aligns, adjusts, and calibrates equipment according to specifications; maintains records of repairs, calibrations, tests and other work activities;

Reports damaged, inoperable, or malfunctioning meters;

Cleans meter posts of graffiti, stickers, or other items; straightens posts as necessary;

Validates sticker program and configurations; updates meter stickers as needed;

Bags and un-bags parking meters;

Utilizes parking meter software applications and Microsoft computer programs to prepare signage and to maintain, and monitor parking meters;

Completes and submits to supervisor daily collection log sheets documenting routes serviced, vehicle mileage, and time spent on each meter route;

Completes the meter key log on a daily basis documenting the issuance and return of meter vault keys;

Completes the coin canister log documenting canisters taken out of the office;

Uses a hand-held propane torch to thaw meter key locks;

Operates a light-duty vehicle carrying replacement mechanisms, spare parts, tools, and supplies;

May count money in coin counter;

May prepare the daily deposits and associated reports;

May tabulate daily and monthly collection sheets.

MINIMUM QUALIFICATIONS

Applicants must demonstrate competency in the knowledge, skills, and abilities listed below as determined through the competitive testing process.

Possession of a valid motor vehicle operator's license.

KNOWLEDGE, SKILLS, AND ABILITIES

General knowledge of practices and principles used to repair electronic devices; some knowledge of basic mathematics; ability to maintain financial records such as daily cash receipts; ability to compare names and numbers; ability to maintain a numerical filing system; ability to work outside in all kinds of weather; ability to lift and carry coin canisters weighing approximately thirty-five (35) pounds approximately three (3) City blocks; ability to develop and maintain cooperative working relationships with others; ability to follow written and oral instructions; ability to operate a computer and utilize related software; ability to read and understand maps, city street maps and signs, manuals, specifications, or other diagrams; ability to read, write, and perform basic mathematical calculations.

| | |
|--------------------------|--|
| Probationary Period: | 180 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: | 07-30-18 |
| Commission action taken: | Revise/Retitle (Parking Meter Collector 4/26/21) Revise Revise/Retitle (Parking Meter Collector I 12/17/01) |
| Last reviewed: | 07-30-18 |

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 18 - 21 |
| FLSA: | Nonexempt (overtime eligible) |

Appointing Authority

Date