

MAJOR FUNCTION

This is skilled technical work managing and performing the parking meter activities of the Traffic Engineering Division. Work involves the application of federal and state standards pertaining to the installation, repair and maintenance of the City's electronic/electro-mechanical parking meter system. The incumbent also manages the parking meter shop and is responsible for inventory control. Work is performed with considerable independence under the general supervision of the Public Works Technical Operations Administrator and is evaluated through reports, observations and results obtained.

ESSENTIAL AND OTHER IMPORTANT JOB DUTIES**Essential Duties**

Plans, establishes and executes procedures and schedules for the management and maintenance of the City's metered parking system. Performs skilled repairs and calibrations of electronic meters and electro-mechanical timers in the parking meter shop and on the street. Inspects, repairs, lubricates, installs, removes, and replaces electronic and mechanical meters. Inspects parking lots, garages and on-street locations to determine the appropriate layout and status of parking meter equipment. Manages the parking meter shop and all support equipment. Maintains equipment and materials and establishes inventory controls using computer software and database applications. Procures the necessary parts, equipment and supplies for the maintenance and repairs of parking meters. Resolves citizens' complaints and answers inquiries. Coordinates parking meter problems with other departments and agencies. Manages meter audit/maintenance database and other records and produces statistical reports and data as required. Manages the operations budget for the work unit. Directs the day-to-day work of temporary employees engaged in similar or related work activities. Performs related work as required.

Other Important Duties

Maintains an effective relationship with the general public. Performs basic upkeep of the meter shop and assigned city vehicle. Performs related work as required.

DESIRABLE QUALIFICATIONS**Knowledge, Abilities and Skills**

Knowledge of the proper operation of electro-mechanical and electronic timing devices, including service and repair. Knowledge of all methods of securing parking meters. Ability to integrate computer hardware and software to maximize parking productivity. Ability to maintain good working conditions and assures safe practices for all personnel. Ability to communicate verbally or in writing with personnel from other public agencies or the general public. Ability to follow complex oral or written directions. Ability to follow schematics and blueprints from service manuals. Ability to maintain necessary records and inventory control systems. Ability to apply sound logic to tasks to achieve predetermined and non-specific goals. Skill in the use of tools and equipment in the repair of parking meters. Skill in the use of computers and associated software and database applications necessary for successful job performance.

Minimum Training and Experience

Possession of a high school diploma or an equivalent recognized certificate, supplemented by two years of training in electronics and three years of work experience that includes the maintenance of electronic/electro-mechanical timing devices, or an equivalent combination of training and experience.

Necessary Special Requirement

Must possess a valid Class E State driver's license at the time of appointment.

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02-17-95
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04-21-04*
02-12-11*