

PARKING METER ATTENDANT I/II

Class Definition

Under supervision, performs preventive maintenance and repair of parking meters, parking control devices, and related equipment; collects, sorts and counts money collected from parking meters.

Distinguishing Characteristics

Positions in these classes are flexibly staffed. Incumbents in the entry level class of Parking Meter Attendant I are expected to progress with appropriate training, experience and satisfactory performance to the journey level class, Parking Meter Attendant II. Satisfactory performance requires the ability to perform the full range of duties under a minimum of supervision. Work involves meter money collection and processing, servicing parking meters, and making a variety of skilled repairs or adjustments to defective meters, control devices and related equipment. Parking Meter Attendant II is distinguished from the higher level class of Parking Meter Attendant III in that the latter is the advanced working/lead level in the series. Employees in this class may be assigned to work any eight hour shift and may be required to work holidays and weekends.

Typical Tasks

(This list is neither inclusive nor exclusive. Consequently, this information may not reflect Essential Functions for this class.)

Repairs meters that are not working; cleans and repairs mechanisms to make meters operative; repairs or replaces meter works or defective parts; disconnects, removes, and replaces meters; overhauls timing mechanisms.

Repairs electro-mechanical devices, such as parking ticket dispensers, time stamp clocks, and other parking related equipment.

Operates light automotive equipment in checking, repairing, removing, and reinstalling meters.

Participates in the installation of new meters; prepares simple charts and records regarding number and location of meters in service.

Observes and reports variations in meter revenues and may assist in the investigation of parking meter thefts.

Assists in maintaining and recording complaints and costs; prepares reports of repair activities; keeps time records; and prepares monthly summary reports.

Prepares daily collection reports.

Collects money from parking meters and delivers money to the Finance Department.

Performs other duties as assigned.

Knowledge, Abilities and Skills

Knowledge of parking operation equipment parts and mechanisms and of the methods and materials used in servicing and repairing parking operation equipment.

Knowledge of time repair.

Knowledge of computer recordkeeping and maintenance related inventory controls.

Ability to diagnose common defects of parking operation equipment and to detect by inspection any worn, broken, or improperly adjusted parts.

Ability to establish and maintain effective working relationships with others.

Ability to read and write English at the level necessary to perform the job.

Skill in the repair and maintenance of small mechanical and electro-mechanical equipment; skill in the use and care of small hand tools.

Skill in the safe operation of motor vehicles.

Minimum Qualifications

Parking Meter Attendant I

Six (6) months of experience in the repair and maintenance of specialized coin and/or electronic- operated equipment, parking lot entrance and exit gates, or related mechanical parking equipment.

Parking Meter Attendant II

One year of experience equivalent to that gained as a Parking Meter Attendant I with the City of Fresno.

Necessary Special Requirement

Possession of a valid California Driver's License at the time of appointment.

APPROVED: _____
Director

DATE: _____