

PARKING METER ATTENDANT III

Class Definition

Under general supervision, provides lead supervision and participates in the preventative maintenance and repair of parking meters and related equipment; collects, sorts, and counts money collected from parking meters.

Distinguishing Characteristics

The Parking Meter Attendant III is the advanced working/lead level in the Parking Meter Attendant series. Assigned to the Traffic Engineering and Parking Division of Public Works, an incumbent leads and trains subordinate employees, participates in the preventative maintenance and repair of parking meters and related equipment, and collects, sorts, and counts money collected from parking meters. Parking Meter Attendant III is distinguished from the lower class of Parking Meter Attendant II, in that incumbents of the latter do not have lead responsibilities. 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.)

Leads and trains subordinate employees and participates in the preventative maintenance and repair of parking meters and related equipment; may collect, sort, and count money collected from parking meters.

Reviews the work of subordinates to insure accuracy and completeness.

Receives notice of 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, picking up, and returning 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; may assist in the investigation of parking meter thefts.

Orders parking meters, parts, and other related material required in maintenance and repair work; schedules maintenance activities.

Maintains and records complaints and costs; prepares reports of repair activities; keeps time records; and prepares monthly summary reports.

Performs other duties as assigned.

Knowledge, Abilities, and Skills

Considerable knowledge of parking operation equipment parts and mechanisms and of the methods and materials used in servicing and repairing parking operation equipment

Considerable knowledge of time piece repair

Knowledge of computer record keeping and maintenance related inventory controls.

Ability to plan, assign, supervise, and inspect the work of a small group of subordinates.

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

Two years of experience equivalent to that gained as a Parking Meter Attendant II with the City of Fresno.

Necessary Special Requirements

Possession of a valid California Drivers License at time of appointment.

APPROVED: _____

Director

DATE: _____