

## **Parking Meter Technician**

**Announcement Date:** 01/07/2025  
**Filing Date:** 01/17/2025  
**Number of Positions:** One (1)  
**Salary:** \$35,541.38  
**Job Title:** Parking Meter Technician  
**Work Site:** City Hall-Varies  
**Hours of Work:** 80 hours per pay period, 4:00AM-12:30PM shift, Mon -Fri pursuant to administrative policies and collective bargaining.

### **SUMMARY DESCRIPTION**

Under general supervision, performs skilled tasks related to the installation, programming, maintenance, diagnostics, and repair of computer-based electronic multi-space and single-space parking meters.

### **REPRESENTATIVE DUTIES**

- Report any new problems in parking lots or parking structures that may need repair.
- Responds to calls and alarms regarding parking equipment breakdowns and malfunctions.
- Engages in enforcement operations; enforces parking ordinances through the monitoring of municipal streets and parking lots
- Disassembles, cleans, calibrates, and reassembles electronic components, ensuring proper programming and maintaining wireless communications link.
- Communicates with parking clerk regarding parking related matters
- Empties meters for bank reconciliation.
- Issues nightly street parking violations.
- Maintains records of repairs, calibrations, and tests. Inspects and tests equipment and systems using diagnostic and analytical tools.
- Troubleshoots pay station meter system malfunctions and failures and replaces defective components and wiring.
- Notes and reports missing, or defective signage and other service related or unsafe conditions to maintenance personnel.
- On call for ITC parking garage cell phone.
- Inspects and tests equipment and systems using diagnostic and analytical tools and tests.
- Installs and removes pay stations and single space electronic meters.
- Utilizes technology in enforcement of City parking ordinances and regulations; operates handheld units for parking enforcement and ticket issuance, using technology based on Android platform, integrated Wi-Fi and GPS capability for real-time services.
- Provides summary report of activities at completion of workday.
- Knowledge of relevant equipment, policies and procedures to carry out parking enforcement operations

- Perform related duties as required.

## **QUALIFICATIONS**

### **Knowledge and Ability to:**

- Knowledge of applicable City policies and procedures related to safety and parking meter operations.
- Knowledge of cash handling procedures.
- Knowledge of leadership techniques.
- Skill in handling multiple tasks and prioritizing.
- Skill in oral and written communication.
- Skill in the use of hand tools, measuring devices, multimeter, and other electronics testing equipment.
- Ability to effectively explain policy to employees in a professional manner and establish and maintain effective working relationships with City employees and the public.
- Ability to use cell phones, two-way radios, and other communications equipment.
- Ability to operate handheld ticket units.
- Ability to stand and walk for long periods of time and in various weather conditions when issuing tickets.

## **Education Guidelines**

### **Education/Training:**

High school diploma or general education degree (GED); plus one (1) year of experience in an electronics maintenance role.

## **PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

### **Physical Standard:**

Work is primarily performed in an outside setting requiring standing and walking in variety of weather conditions. May require some agility and physical strength, and ability to stand and walk most of the work period. Work may occasionally require lifting heavy objects and carrying them (up to 50 lbs.). There may be a need to stretch and reach to retrieve materials

### **Job Conditions:**

Positions in this class may have periodic disagreeable working conditions including traffic noise, dirt, chalk, vehicle fumes, vibration of parking control vehicle and heat, cold and dampness from working in a variety of weather conditions.

Bargaining Group: AFSCME  
FLSA Status: Non-Exempt