



PARKING SYSTEM TECHNICIAN

Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications may not include all duties performed by individuals within a classification. In addition, specifications are intended to outline the minimum qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.

DEFINITION

Under general supervision, performs the full array of duties including maintenance, installation and repair of parking meters and pay-by-space machines; collects of money from meters and parking machines; cleans and maintains City parking equipment; demonstrates a full understanding of all applicable policies, procedures and work methods associated with assigned duties; performs other related duties as required.

DISTINGUISHING CHARACTERISTICS

The Parking Systems Technician is the journey level class in which incumbents are expected to independently perform the full scope of assigned duties. Incumbents perform a full range of maintenance, installation, collection, and repair tasks relating to City parking systems. This classification is distinguished from the next higher classification of Police Sergeant in that the latter is a sworn peace officer with supervisory responsibilities.

SUPERVISION RECEIVED/EXERCISED

Receives general supervision from a Police Sergeant. Incumbents in this classification do not routinely exercise supervision, but may provide technical and functional supervision as needed to train new parking enforcement officers.

ESSENTIAL FUNCTIONS

(Include, but are not limited to the following)

- Performs preventative maintenance, repair and replacement of all City electronic parking equipment including parking meter and pay and display machines; clears meter jams; uses computerized system for meter programming.
- Collects money from meters and parking machines; seals and transports money to the Finance Department for counting, recording and deposit.
- Cleans, paints and removes graffiti from meters, poles and ticket machines.
- Checks and processes citizen complaints related to parking meters and machines; responds to questions and concerns from the general public; provides information as is appropriate and resolves public service complaints
- Orders and maintains parts and supplies; interacts with vendors regarding meter and ticket machine repairs; conducts parts inventories.
- May be assigned to assists in parking enforcement and traffic control activities.
- Establishes positive working relationships with representatives of community organizations, state/local agencies, City management and staff and the public.

PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS

Position requires prolonged sitting, standing, walking on level and slippery surfaces, reaching, twisting, turning, kneeling, bending, stooping, squatting, crouching, grasping, and making repetitive hand movement in the performance of daily duties. The position also requires both near and far vision when inspecting work and operating assigned equipment. The need to lift, carry and push tools, equipment and supplies weighing 35 pounds or more is also required.

Additionally, the incumbent in this outdoor position works in all weather conditions, including wet, hot and cold. The incumbent may use chemicals that may expose the employee to fumes, dust and air contaminants. The nature of the work also requires the incumbent to drive motorized 3-wheeled vehicles and work in heavy vehicle traffic conditions. The incumbent may be required to respond to after hours emergency call outs and to wear a uniform. Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

QUALIFICATIONS *(The following are minimal qualifications necessary for entry into the classification)*

Education and/or Experience

Any combination of education and experience that has provided the knowledge, skills and abilities necessary for a Parking Systems Technician. A typical way of obtaining the required qualifications is to possess the equivalent of one year of work experience in parking enforcement or mechanical repair experience, and a high school diploma or equivalent. Experience in the maintenance or minor repair of parking meters, electrical, mechanical or computerized equipment is desirable.

License/Certificate: Possession of a valid California Class C driver's license and a safe driving record, or the ability to provide alternate transportation which is approved by the appointing authority.

KNOWLEDGE/ABILITIES/SKILLS *(The following are a representative sample of the knowledge/abilities and skills necessary to perform essential duties of the position.)*

Knowledge of

Practices, techniques, tools and materials used in maintenance, installation and repair of small mechanical equipment; electrical circuits and systems; vehicle code and municipal ordinances regarding control of parking; basic mathematic principles; applicable federal, state and local laws codes and regulations; and occupational hazards and standard safety procedures.

Ability to

Perform maintenance, repair and installation of parking systems equipment; operate a variety of tools and equipment used in maintenance, installation and repair of parking systems equipment; make sound decisions within established guidelines; keep accurate maintenance records; work independently; organize, prioritize and follow-up on work assignments; perform mathematical calculations quickly and accurately; learn more complex principles, practices, techniques, and regulations pertaining to assigned duties; analyze a electronic and mechanical system problems, and develop and implement an appropriate responses; observe safety principles and work in a safe manner; follow written and oral directions; communicate clearly and concisely, both orally and in writing; and establish and maintain effective working relationships.

Skill to

Safely and effectively operate a variety of maintenance equipment, tools and materials; operate hand and power tools competently and safely; and safely operate a variety of equipment used parking system maintenance and parking enforcement, including operating a 3-wheeled vehicles and handheld citation issuing devices.

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