

## **PARKING METER ATTENDANT I**

### **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.

### **SUPERVISION RECEIVED/EXERCISED**

Receives supervision from a Manager or designee. Exercises no supervision.

### **DISTINGUISHING CHARACTERISTICS**

Parking Meter Attendant I incumbents 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. Employees in this class may be assigned to work any eight (8) hour shift and may be required to work holidays and weekends.

### **EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES**

*May include, but are not limited to, the following:*

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 appropriate staff.

Performs other duties as assigned.

### **JOB RELATED AND ESSENTIAL QUALIFICATIONS**

#### **Knowledge of:**

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

Time repair.

Computer recordkeeping and maintenance related inventory controls.

#### **Skill/Ability to:**

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

Establish and maintain effective working relationships with others.

Read and write English at the level necessary to perform the job.

Repair and maintain small mechanical and electro-mechanical equipment

Use and take care of small hand tools.

Safe operation of motor vehicles.

### **MINIMUM QUALIFICATIONS**

#### **Education:**

Possession of a High School Diploma or equivalent GED completion.

#### **Experience:**

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.

This class is in a flexibly-staffed series, which requires one (1) year of satisfactory service before an employee can flex to Parking Meter Attendant II.

#### **SPECIAL REQUIREMENT(S)**

Possession of a valid California Class C Driver's License is required at the time of application

and continued maintenance throughout the entire term of employment in this classification.

**PHYSICAL DEMANDS**

The physical demands described here are representative of those that are necessary to safely, effectively, and efficiently perform the essential functions of this job with or without reasonable accommodation.

This classification's physical demands involve medium work exerting up to 50 pounds of force occasionally, and/or up to 30 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects. Additionally, the following physical demands may be required: balancing, crawling, crouching, handling, kneeling, lifting, mental acuity, pulling, pushing, reaching, repetitive motion, speaking, standing stooping, visual acuity, walking.

APPROVED: Signature on File  
Director of Personnel Services

DATE: 10/20/2025

JC:CW:TM:07/24/02  
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