

## **PARKING METER ATTENDANT II**

### **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 II is distinguished from the higher-level class of Parking Meter Attendant Leadworker in that the latter is the advanced working/lead level in the series. 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 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.

May operate computerized fee machines; sort and count money received; perform light cleaning to maintain an organized work area; answer questions and provide information on

parking policies and procedures to the public.

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.

Safely operate motor vehicles.

### **MINIMUM QUALIFICATIONS**

#### **Education:**

Possession of a High School Diploma or equivalent GED completion.

#### **Experience:**

One (1) year of experience performing preventative maintenance and repair of parking meters, parking control devices, and related equipment, including collecting, sorting, and counting money collected from parking meters.

#### **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.

