

PARKING METER ATTENDANT LEADWORKER

DEFINITION

Under general supervision, provides lead direction and participates in the preventative maintenance and repair of parking meters 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

The Parking Meter Attendant Leadworker is the advanced working/lead level in the Parking Meter Attendant series. 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 Leadworker 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 (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:

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 ensure 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.

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 piece repair

Computer record keeping and maintenance related inventory controls.

Skill/Ability to:

Plan, assign, and inspect the work of a small group of subordinates.

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.

