

CITY OF SALEM  
PARKING METER TECHNICIAN

00650

NATURE OF WORK

This is skilled diagnostic and maintenance work on the mechanical and electronic computerized inner mechanisms and the outer housings of all parking meters within the city.

Work involves performing the installation and removal of parking meters, monitoring and performing preventative maintenance to existing parking meters; investigation and diagnosis of difficulties with meter mechanism accuracy and operation for citizens and for other governmental agencies; and using, monitoring, documenting, and coordinating all phases of the City's parking meter security system both in the parking meter shop and in the field. May direct the daily activities of other maintenance employees or train other employees in responsibilities. This is not a full supervisory classification.

Prepares purchasing documents for meters needing replacement and installation.

Assignments are received in the form of overall yearly objectives as well as specific assignments. Work is ordinarily performed independently, subject to inspection in progress or upon completion by the supervisor.

**ILLUSTRATIVE EXAMPLES OF WORK**

Participates in and coordinates the annual preventative maintenance program activities for all parking meters within the city by maintenance section according to standard and special instructions from the supervisor.

Works with vendors and the supervisor on system enhancements and documentation to system modifications. Insures that the stock of replacement parts for parking meters never is depleted below established minimum levels.

Works with contractor for picking up money from meters (setting up collection route). Responsible for security of work office and meter keys.

Patrols and inspects all parking meters on an assigned route on a daily basis looking for possible malfunctions and making emergency field repairs. Services parking meters in the field; adjusts timing mechanisms, and clears coin jammed meters; makes minor repairs to malfunctioning or damaged meters; replaces meters requiring shop repairs; resolves field complaints regarding meter malfunctions; schedules damaged meter parts to be repaired.

Repairs parking meters in the meter repair shop; cleans, repairs and replaces worn or defective parts; adjusts timing mechanisms, reassembles meters; tests meters for proper performance and accuracy; replaces defective parking meter locks and keys. Experienced in maintenance and repair of both types of meters, mechanical and digital (computerized) meters.

Drives light van type truck.

Removes coins from inoperable meters and is responsible for documenting dates and amounts of coins removed, and transfers coins to the designated collectors for accounting.

Enters, maintains, and updates information contained within computerized inventory system for all the electronic parking meters in the city by direct entry into a computer or by downloading information from the hand held portable computer.

Performs other related work as required.

### **WORK QUALIFICATIONS**

Experience involving mechanical and electronic (computerized) parking meter mechanisms; graduation from high school or trade school training in related field; or any equivalent combination of education or experience which includes the following knowledges, skills, and abilities:

Knowledge of maintenance and repair techniques and work experience involving mechanical and electronic (computerized) parking meter mechanisms.

Knowledge of proper solvents and lubricants to be used in various meter mechanisms.

Considerable skill in diagnosing mechanical problems including those utilizing gears, counter balance forces, and timing mechanisms.

Considerable ability in establishing and maintaining effective working relationships with other workers and other agencies involved with the parking meter program.

Ability to read technical and repair manuals, street maps, and assembly prints and apply them to mechanism problems.

Ability to implement an established maintenance program with minimal supervision.

Ability to perform basic data entry into a personal computer or hand held portable computer using established software designed for parking meter maintenance.

Ability to prepare and maintain accurate daily logs, maintenance and parts records, and inventories. Must be able to communicate clearly and concisely both orally and in writing with supervisor, Municipal Court personnel, and members of the Finance Department.

Ability to deal firmly, but tactfully and courteously, to defuse any confrontational situation with the general public.

Possession of valid Class C Oregon driver's license and ability to meet City driving standards.

Must possess the manual dexterity to use small hand tools in mechanical assembly work.

Work is divided between benchwork and field work. Sufficient mental concentration, visual acuity and manual dexterity is needed to repair small mechanisms, diagnose problems, read diagrams and repair meters. Work involves considerable travel between multiple sites to check parking meters. Work involves activities performed in all types of weather.

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Personnel Director

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P:parkmetr.mm