

City of South San Francisco
Human Resources Department

Parking System Technician
Class Description

Definition

Under general direction, independently performs semi-skilled and skilled duties in connection with the maintenance of parking meters, pay-by-space machines and the collection of meter coins; administers parking district budget, including capital improvement projects funds; and performs related work as required.

Distinguishing Characteristics

This single-position classification is distinguished from all other City maintenance classifications through the specialized nature of the work performed and by the degree of autonomy the incumbent has in performing the work of the unit. This job classification does not have any supervisory responsibilities.

Typical and Important Duties

1. Maintains and repairs Parking District meters; investigates complaints concerning malfunctions; performs preventive maintenance; and rebuilds mechanisms and timers, as necessary.
2. Maintains and repairs parking lot and parking collection equipment and counting room equipment, including but not limited to coin and currency counters.
3. Collects, counts, sorts and bags coins from parking meters, and prepares deposits for armored truck pickup.
4. Researches and checks citation complaints, and determines validity of such complaints.
5. Assists in the preparation of the Parking District budget; monitors expenditures and implements projects.
6. Prepares plans and cost estimates for proposed capital improvement projects.
7. Prepares parking lots for striping by contractors, including the number and width of stalls.
8. Maintains an inventory of parts and supplies.
9. Establishes positive working relationships with representatives of community organizations, state/local agencies, City management, City staff and the public.
10. Conducts parking meter and parking lot audits.
11. Prepares reports and maintains records.
12. Attends monthly Parking District meetings as necessary.
13. Processes meter reservations for construction projects.
14. May be assigned to assist in parking enforcement citations for expired meters.
15. Maintains oversight of the Miller Avenue Parking Garage and acts as on-site manager.
16. Performs related duties and responsibilities as assigned.

Job-related Qualifications

Knowledge of:

- Methods, practices, equipment and tools relating to the assembling and repairing of small mechanisms, meter timers, pay-by space machines and electronic test equipment.
- Safe and proper use of power tools, hand tools and work materials.
- Occupational hazards and safety practices and procedures related to the work.
- Computer applications related to the work, including word processing and e-mail applications. Microsoft Windows applications (Word, Excel, Outlook, Internet Explorer.)

Ability to:

- Acquire a thorough knowledge of parking equipment used by the City.
- Acquire knowledge of Duncan Auto Issue and Auto Cite programs, and MacKay Multi-Web computer software for electronic parking devices and auditing.
- Acquire a thorough knowledge of the location and layout of City streets.
- Read electrical schematics and perform basic electrical repairs.
- Work safely with electrical and battery operating circuit boards.
- Effectively service parking equipment and accurately account for monies collected.
- Effectively coordinate Parking District projects with other departments and contractors.
- Acquire a general knowledge of City and departmental policies and procedures.
- Communicate effectively in writing, verbally and with others to assimilate, understand and convey information, in a manner consistent with job functions.
- Understand and carry out verbal and written directions.
- Represent the City, the department or the organizational unit effectively in contacts with representatives of other agencies, City departments and the public.
- Establish and maintain cooperative relationships with those contacted in the course of work.
- Use small hand tools and shop equipment necessary to repair equipment.
- Use initiative and independent judgment within established policy and procedural guidelines.
- Take a proactive approach to customer service issues.
- Make process improvement changes to streamline procedures.
- Organize own work, set priorities, meet critical deadlines and follow-up on assignments with minimum direction.
- Work in a safe manner, following City safety practices and procedures.
- Maintain confidentiality regarding sensitive information.

Experience and Training

Any combination of experience and training that would provide the required knowledge, skills and abilities would be qualifying. A typical way to obtain the knowledge, skills and abilities would be:

Experience: One year of experience in mechanical repair, preferably including the adjustment and repair of appliances, meter clocks, electrical devices or related mechanisms.

Training: Equivalent to graduation from high school.

Licenses and Certificates

All licenses and certificates must be maintained as a condition of employment.

- Possession of, or ability to obtain, an appropriate, valid California driver's license and a satisfactory driving record.

Special Requirements

Essential duties require the following physical skills and work environment:

Physical Skills: Ability to sit, stand, walk, kneel, crouch and stoop; vision to read printed materials and a computer screen; hearing and speech to communicate in person and over the telephone; lift and carry 65 pound boxes and materials.

Work Environment: Mobility to work in a shop and field environment; exposure to outdoors, traffic hazards and inclement weather.

Ability to: Travel to different sites and locations; drive safely to different sites and locations; maintain a safe driving record; maintain a clean and neat appearance.

Approved: January 1970
Revised Date: March 1985, July 1997, April 2001, June 2003, July 2013
Former Titles: Parking Meter Collector/Repairman; Parking Meter Service Worker
Abolished:
Bargaining Unit: AFSCME
ADA Review: 1994/95
DOT: No
Physical: Class 3
Status: Classified/Non-exempt
EEOC Category: EF15\EJ5
Job Code: A245

ADA Documentation of Essential Duties

1. SWE
2. SWE
3. SDE
4. MAE
5. OAE
6. OAE
7. MAE
8. MWE
9. SWE
10. MME
11. MAE
12. OME
13. OAE
14. SDE
15. SAE
16. OME