



## **City of Phoenix PARKING METER SPECIALIST**

**JOB CODE 74380**

Effective Date: 12/92

### **DISTINGUISHING FEATURES OF THE CLASS:**

The fundamental reason this classification exists is keep parking meters in good working condition by inspecting them for defective operation and by performing highly skilled repairs and adjustments to the timing and other mechanisms of those found to be out of order. Repair of defective traffic counters is an important and exacting assignment although the portion of the time spent in this activity is relatively minor. Though supervision is provided by the Parking Meter Repair Supervisor, work is performed without immediate supervision and is reviewed primarily through the satisfactory operation of meters.

### **ESSENTIAL FUNCTIONS:**

- Repairs defective meters by cleaning, repairing and replacing work and defective parts, adjusting timing mechanisms and clearing coin jams;
- Checks parking meters to see if they are in operating condition;
- Makes minor repairs and adjustments at street locations or replaces clocks and takes faulty meters to a shop and repairs them;
- Removes meter heads from locations where construction activity is likely to result in damage to meters;
- Repairs traffic counters, checking electrical components and replacing defective parts;
- Maintains regular and reliable attendance.
- Demonstrates superior seamless customer service, integrity, and commitment to innovation, efficiency, and fiscally responsible activity.

### **Required Knowledge, Skills and Abilities:**

Knowledge of:

- Methods and materials used in repairing small motors or machines.
- Parking meter locations.

Skill in:

- Use of hand tools.



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Ability to:

- Understand and follow oral and written instructions in the English language.
- Use graphic instructions such as blueprints, schematic drawings, layouts or other visual aids.
- Work cooperatively with others.
- Work safely without presenting a direct threat to self or others.
- Observe or monitor objects to determine compliance with prescribed operating standards.
- Make fine, highly controlled muscular movements to repair parking meters.
- Make skillful, controlled manipulations of small objects.
- Move objects between 20-50 pounds long distances (more than 20 feet).

### **Additional Requirements:**

- Some positions require the use of personal or City vehicles on City business. Individuals must be physically capable of operating the vehicles safely, possess a valid driver's license and have an acceptable driving record. Use of a personal vehicle for City business will be prohibited if the employee is not authorized to drive a City vehicle or if the employee does not have personal insurance coverage.
- Some positions will require the performance of other essential or marginal functions depending upon work assignment, location, or shift.

### **ACCEPTABLE EXPERIENCE AND TRAINING:**

One year of experience in the repair of small mechanical equipment such as clocks and coin-operated devices. Other combinations of experience and education which meet the minimum requirements may be substituted.