



## **City of Phoenix**

# **PARKING METER REPAIR SUPERVISOR**

**JOB CODE 74390**

Effective Date: 12/92

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

The fundamental reason this classification exists is supervises the installation, service and repair of parking meters. The preparation of route schedules for the parking meter collection agency is an important part of the work. Responsibilities include continuous inspection of the entire parking meter program, ordering of repair parts and actual participation in repair operations. Supervision is exercised over Parking Meter Specialist to whom specific or general assignments are given. Work is performed with considerable independence under the general direction of an Engineering Supervisor who reviews accomplishments through occasional conferences and inspections.

### **ESSENTIAL FUNCTIONS:**

- Confers with and advises the Engineering Supervisor on new meter locations and changes in time limits;
- Supervises the work of Parking Meter Specialists;
- Leads in servicing and maintaining parking meters and makes periodic inspections or spot checks;
- Keeps time and work records of Specialists;
- Orders parts for repairing parking meters or equipment used in the meter shop;
- Consults with collector on malfunctioning parking meters, reviews their collection routes and keeps statistical records on the number of meters collected each week;
- Recommends and advises on purchasing and replacement schedule for new parking meters;
- Keeps map showing location of parking meters and time limits;
- Develops and revises collection routes and schedules to ensure proper coverage of parking meters;
- Plans a program for the service, maintenance and replacement of defective parking meters and develops pick-up and delivery schedules;
- Confers with the Engineering Supervisor on difficult problems of coordinating the collection and repair program and regarding the most effective location and time limits of parking meters;
- Answers complaints regarding malfunctioning meters;
- Supervises the repair of defective traffic counters;
- Maintains regular and reliable attendance.



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- Demonstrates superior seamless customer service, integrity, and commitment to innovation, efficiency, and fiscally responsible activity.

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

Knowledge of:

- Parking meter locations or ability to acquire this knowledge rapidly.
- The methods and materials used in repairing small motors or machines, including a knowledge of possible defects and faults and of effective corrective measures.

Ability to:

- Perform a broad range of supervisory responsibilities over others.
- Communicate orally in the English language with customers, clients, and the public using a telephone or in a one-to-one or group setting.
- Coordinate the parking meter maintenance program, including the establishment of routine inspection procedures.
- Produce written documents in the English language with clearly organized thoughts using proper sentence construction.
- Work cooperatively with others.
- Work safely without presenting a direct threat to self or others.
- Review the work product of others.

### **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 assignments, location, or shift.

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

Three years of experience in the repair of parking meters or similar coin-operated mechanisms including one year of supervisory experience. Other combinations of experience and education which meet the minimum requirements may be substituted.