

PARKING METER COLLECTOR

GENERAL STATEMENT OF DUTIES: Collects money from parking meters; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, is responsible for the collection of coins from the parking meters in the public parking facility and/or street location. Incumbent is responsible for completing the process from the initial collection of the money to the depositing of the revenue in the bank. For security purposes, incumbent may be accompanied by a maintenance employee or a supervisor during his rounds. The work is routine and repetitive, and the duties involve the exercise of limited judgment. The work of a Parking Meter Collector is distinguished from Parking Meter Repairer in that a person in this position has no responsibility for the maintenance and/or the repair of the meter.

EXAMPLES OF WORK: (Illustrative Only)

Collects coins from the parking meters in a prescribed area by use of a locked coin collection cart;

Sorts, wraps and counts the coins by use of mechanical sorters and wrappers;

Removes and accounts for any foreign currency and slugs from the collection;

Maintains log of moneys collected and has it verified by Manager prior to depositing into bank;

Reports location of jammed and broken meters to the Manager.

REQUIRED KNOWLEDGE, SKILLS, AND ATTRIBUTES: Familiarity with use of coin collection box or similar equipment involving manual dexterity; ability to understand and follow oral and written instructions; ability to perform simple arithmetic computation; willingness to perform manual tasks in all weather conditions; thoroughness; dependability; honesty; physical condition commensurate with the duties of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Graduation from high school or possession of a high school equivalency diploma.