

PARKING METER MAINTENANCE FOREMAN

GENERAL STATEMENT OF DUTIES: Under general supervision, oversees the inspection, maintenance, and repair of parking meters and the collection of monies from such meters; does related duties as required.

DISTINGUISHING FEATURES OF THE CLASS: This is a responsible position involving the supervision over the repair, replacement and cleaning of municipal parking meters. The incumbent also supervises the collection, counting, and may be responsible for the banking of parking meter revenues. A person in this position supervises the work of meter repairman.

EXAMPLES OF WORK: (Illustrative Only)

Makes periodic inspections of parking meters and coin changers;

Assigns meter repairman to inspect meters reported defective by police;

Supervises and assists in the cleaning, repair, and replacement of meters and coin changers;

Maintains a stock of meter parts and supplies;

Orders all necessary parts and supplies;

Collects monies from meters;

Maintains stock of coins in change machines;

Maintains financial records and prepares reports as to parking meter revenues;

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of the operation and maintenance of parking meters; familiarity with the principles and practices of requisitioning and maintenance stock as it concerns parking meter parts and supplies; mechanical aptitude; ability to keep simple financial records and prepare reports on parking meter revenues; ability to understand oral and written instructions; ability to supervise the work of others; honesty; integrity; resourcefulness; good judgment; physical condition commensurate with the duties of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Either (a) graduation from high school or possession of an equivalency diploma and two (2) years of experience involving the maintenance, and repair of parking meters or small parts, mechanisms; or (b) six (6) years business experience two (2) years of which must have involved the maintenance, and repair of parking meters or small parts, mechanisms; or (c) a satisfactory equivalent combination of the foregoing training and experience.