

City of Fort Worth, Texas Job Description

Classification Title	Parking Meter Technician I		
Job Code:	TC5790	Job Family:	Public Safety
Pay Grade	503	Date Reviewed:	1/21/2020
FLSA Status	Non-exempt	Date Revised:	

GENERAL SUMMARY

Under general supervision, performs general tasks related to the installation, programming, maintenance, and repair of parking meters. Creates general service calls, completes work orders and assists related departments with general permits and citizens, as needed.

ESSENTIAL DUTIES & RESPONSIBILITIES

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.

1. Collects, logs and prepares revenue from parking meters for deposit. Secures and transports meter revenue and completes required paperwork and collection audits.
2. Troubleshoots general parking meter and pay station system malfunctions and failures, and replaces defective components.
3. Utilizes various software applications for signage, repair, maintenance, and monitoring of parking meter service.
4. Assists customers in performing parking meter transactions and understanding parking regulations.
5. Responds to general service calls and system notifications regarding parking equipment breakdowns and malfunctions from citizens and employees.
6. Creates, documents, and closes general service calls and work orders using software applications.
7. Provides general updates and inputs for tracking all changes on maps and inventory spreadsheets.
8. Performs general preventative maintenance to parking meters and pay stations.
9. Assists in parking enforcement/compliance including bagging of meters, installation and removal of boots on vehicles and assigning parking meter permits.
10. Inspects parking facilities and provides detailed information of the City's assets and reports issues.
11. Assists with general installation and relocation of parking meters and pay stations.
12. Assists with special projects involving collecting, plotting, auditing and documenting data related to City parking issues.
13. Assists in responding to citizen complaints.
14. Performs other duties as required.
15. Adheres to assigned work schedule as outlined in the Department and City attendance policies and procedures; ensures all behaviors comply with the City's Personnel Rules and Regulations.

KNOWLEDGE, SKILLS & ABILITIES

- **Knowledge of:**

- Applicable Federal, State and Local codes and ordinances, city policies and procedures related to safety and parking meter operations.
- Equipment installation, device software installation, basic computer and internet networking principles.
- Common safety precautions and practices.
- General departmental policies and regulations.
- Computer Databases and smartphone hardware.
- Cash handling techniques.
- GIS Mapping and related software.

- **Skill in:**

- Customer Service.
- Conflict resolution and de-escalation.
- Making observations.
- Time management.
- Problem solving.
- Operating assigned equipment.

- **Ability to:**

- Communicate clearly and effectively, both orally and in writing.
- Follow policies and procedures.
- Write clear and concise reports.
- Read and interpret engineering plans, blueprints, profiles, work orders, and schematics.
- Install, splice, remove, and test wiring and electronic components.

MINIMUM JOB REQUIREMENTS

High school diploma/GED and no experience required.

OTHER REQUIREMENTS

Valid Texas driver's license.

WORKING CONDITIONS

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Depending on assignment, positions in this class typically require touching, talking, hearing, seeing, grasping, standing, stooping, kneeling, crouching, reaching, walking, repetitive motions, climbing, balancing, pushing, pulling and lifting; depending on assignment. Incumbents may be exposed to moving mechanical parts, odors, dusts, poor ventilation, chemicals, oils, extreme temperatures, inadequate lighting, intense noises, gases, vibrations, chemicals, oils and workspace restrictions.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Medium Work – Depending on assignment, positions in this class typically exert up to 80 pounds of force occasionally, up to 20 pounds of force frequently, and/or up to 20 pounds of force constantly having to move objects.