

## City of Fort Worth, Texas Job Description

<b>Classification Title</b>	Parking Meter Technician II		
<b>Job Code:</b>	TC5791	<b>Job Family:</b>	Public Safety
<b>Pay Grade</b>	506	<b>Date Reviewed:</b>	1/21/2020
<b>FLSA Status</b>	Non-exempt	<b>Date Revised:</b>	

### GENERAL SUMMARY

Performs a variety of technical tasks related to the installation, programming, maintenance, diagnostics, and repair of parking meters. Creates service calls, completes work orders, counts revenue collections, and assists related departments with 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. Prioritizes, assigns, leads, reviews and participates in the work of subordinate employees responsible for general parking meter services.
2. Oversees and participates in the collection of revenue from parking meters and prepares it for deposit. Secures and transports meter revenue and completes required paperwork and collection audits.
3. Troubleshoots and performs preventative, investigative and corrective maintenance of parking meters and pay stations.
4. Utilizes various software applications for signage, repair, maintenance, and service monitoring of parking meters.
5. Assists customers in performing parking meter transactions and understanding parking regulations.
6. Performs service calls from citizens and employees and responds to alarms regarding parking equipment breakdowns and malfunctions.
7. Creates parking meter service calls and work orders using software applications. Documents and logs repair service details.
8. Maintains and updates detailed inventory from shipments, audits, and work orders.
9. Participates 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. Installs and relocates parking meters and pay stations. Participates in the use, care and operation of related equipment.
12. Responds to requests for information from supervisory staff, employees, or the general public.

13. Performs special projects involving collecting, plotting, auditing and documenting data related to City parking issues.
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, 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.
- Geographic Information System (GIS) mapping and related software.

- **Skill in:**

- Customer Service.
- Conflict resolution and de-escalation.
- Planning and prioritizing.
- Observation and decision making.
- Organization and time management.
- Problem solving.
- Operating and maintaining assigned equipment.

- **Ability to:**

- Maintain, operate and instruct employees in the operation of various specialized tools used in the installation and maintenance of parking meters.
- Read and interpret engineering plans, blueprints, profiles, work orders, and schematics.
- Install, splice, remove, and test wiring and electronic components.
- Communicate clearly and effectively, both orally and in writing.
- Understands and follows oral and written instructions.
- Write clear and concise reports.
- Work independently in the absence of supervision.

## **MINIMUM JOB REQUIREMENTS**

High school diploma/GED and one year of experience related to parking control, traffic services, or a technical background.

## **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.