

CLASS TITLE: PARKING METER REPAIRER II

PURPOSE OF THE CLASSIFICATION: Under general supervision acts as a working lead person in the repair of parking meters and the collection of money from parking meters, and other related assigned duties.

ESSENTIAL TASKS:

- Plans, assigns, directs, and participates in work related to checking, servicing, repairing, painting, stenciling, installing, and collecting from parking meters
- Trains subordinates in meter repair work
- Orders meter parts, tools and supplies
- Maintains meter location map
- Maintains daily and monthly reports
- Receives complaints of defective meters and schedules appropriate action
- Inspects completed work of repairers
- Operates various power hand tools and equipment

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

QUALIFICATIONS:

Training and Experience: Graduation from high school or possession of a General Educational Development Certificate (GED), and three (3) years of experience in the repair and maintenance of small mechanisms, including one (1) year in the repair of parking meters; or an equivalent combination of training and experience per Personnel Policies and Procedures, Section 128.

Knowledge, Abilities, and Skills: Good knowledge of the methods and materials used in the repair of parking meters; good knowledge of the geography of the City; and good knowledge of the safety requirements of the work performed. Ability to diagnose and correct mechanical defects in parking meters; ability to maintain complete and accurate records; and the ability to understand and influence the behavior of others within the organization, customers, or the public in order to achieve job objectives and cause action or understanding. Skill in the use and care of hand tools.

Physical Requirements: Physical requirements include frequent walking and standing; frequent lifting up to 10 pounds and occasional lifting up to 50 pounds; frequent carrying up to 10 pounds and occasional carrying up to 50 pounds; occasional pushing up to 50 pounds; frequent bending, handling, feeling, and twisting; occasional reaching, balancing, kneeling, climbing, and smelling; vision, speech and hearing sufficient to perform essential tasks.

Licenses and Certificates: Possession of a valid Oklahoma Class "D" Operator's License.

WORKING ENVIRONMENT: Working environment is primarily outdoors, occasionally indoors, and in inclement weather. May be exposed to the following: traffic, weather/temperature extremes, damp/wet surfaces, snow/ice covered surfaces, and insect bites.

Class Code: 3540

EEO Code: N-07

Pay Grade: LT-15

Group: Labor and Trades

Series: Equipment and Plant Management

Effective date: June 1, 1996