

**CLASS TITLE: PARKING METER REPAIRER I**

**PURPOSE OF THE CLASSIFICATION:** Under general supervision installs, maintains, and repairs parking meters, collects money from parking meters, other related assigned duties.

**ESSENTIAL TASKS:**

- Makes daily collections from parking meters
- Cleans and repairs defective parking meters
- Winds and lubricates clock mechanisms
- Paints meters and posts
- Changes locks on meters
- Hoods and removes hoods from meters
- Removes and installs parking meter heads
- Checks timing of clock mechanisms
- Maintains simple work reports

**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 two (2) years of experience in the repair of small mechanisms, such as clock or coin operated machines; or an equivalent combination of training and experience per Personnel Policies and Procedures, Section 128.

Knowledge, Abilities, and Skills: Some knowledge of the methods and materials used in the repair of small mechanical devices; some knowledge of the geography of the City; and some knowledge of the safety requirements of the work performed. Ability to diagnose and correct mechanical defects in small mechanical devices; ability to read and follow written instructions; ability to write clearly and legibly; and the ability to courteously and tactfully communicate with fellow workers, supervisors, other members of the organization, and the public in giving and receiving information. Skill in the use and care of small hand tools.

Physical Requirements: Physical requirements include frequent walking and standing; frequent lifting up to 50 pounds and occasional lifting up to 60 pounds; frequent carrying, pushing, and pulling up to 60 pounds; frequent reaching, bending, handling, feeling, and twisting; occasional balancing, kneeling, climbing, and smelling; and 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: 8510**

**EEO Code: N-07**

**Pay Grade: LT-14**

**Group: Labor and Trades**

**Series: Equipment and Plant Management**

**Effective date: June 1, 1996**