



CITY OF HOUSTON

JOB DESCRIPTION

Job Code: 653.5

Job Title: **PARKING METER TECHNICIAN**

Pay Grade: 10

GENERAL SUMMARY:

Responsible for revenue collection, preventive maintenance and repair of the parking pay station systems.

RESPONSIBILITIES:

- Collect, transport, and deposit parking pay station revenue. Completes all required paperwork ensuring compliance with established processes and procedures, and obtains signature of acceptance from receiving entity.
- Observe change in volume of coins to guard against theft.
- Perform preventive maintenance to parking pay stations, which includes removing and replacing mechanisms, electronic elements, installing operating configurations, changing batteries and testing modem connectivity.
- Report needed repairs, damaged and malfunctioning meters.
- Assist pedestrians and motorists in performing transactions and understanding parking regulations.
- Report vehicles in tow-away zones, traffic accidents, hazards and emergencies.
- Perform miscellaneous activities such as lot maintenance, light bulb replacement, meter upgrades and other duties as assigned.
- Normally drives within an assigned area and addresses meter issues within that area. May be asked to backup and assist in other areas as needed.

SPECIFICATIONS:

KNOWLEDGE:

Requires a high school diploma or a GED.

License: Must have a valid Texas driver's license and comply with the City of Houston's policy on driving.

EXPERIENCE:

One year of experience in cash handling or public service contact is required. In addition, a technical background or experience is desired.

SPECIFICATIONS: (continued)

COMPLEXITY:

Work consists of routine standard procedures and tasks where technical and simple analytical ability is required to select and execute actions.

IMPACT OF ACTIONS:

Errors in work typically lead to minor inconvenience and costs. Work is typically performed under close to moderate supervision of routine duties to ensure completion of tasks. The supervisor is generally close by to answer questions.

SUPERVISION EXERCISED:

Direct Supervision:

No direct report employees.

Indirect Supervision:

No indirect reports.

CONTACTS:

Internal Contacts:

Level of internal contact is extremely infrequent with virtually no contact beyond the immediate work unit/area. Interaction involves routine information exchange and/or simple service activity requiring common courtesy; e.g., answering questions, giving directions in response to simple requests.

External Contacts:

Level of external contact is extremely infrequent with virtually no outside contact. Interaction involves routine information exchange and/or simple service activity that requires common courtesy; e.g., directing calls, and answering simple questions.

PHYSICAL EFFORT:

The position routinely requires lifting of moderately heavy items, such as coins or parking meter components (up to 40 pounds) and/or very long periods of walking on rough surfaces on a routine basis.

WORK ENVIRONMENT:

There are routine exposures to significant levels of heat, cold, moisture and air pollution. The position may involve periodic exposure to chemical substances and physical trauma of a minor nature such as cuts, bruises and minor burns.

PHYSICAL SKILL:

Requires the ability to make closely coordinated eye/hand movements within very fine tolerance and/or calibration demands; or the ability to make rapid closely coordinated eye/hand movements on a patterned response space within somewhat fine tolerance demands; or the ability to make coordinated eye/hand movements within fine tolerances with large equipment as an extension of the worker.

MISCELLANEOUS:

All duties and responsibilities may not be included in the above job description.

JOB FAMILY:

Parking Meter Technician
Senior Parking Meter Technician