CITY OF HOUSTON

JOB DESCRIPTION

Job Code: 653.6

Job Title: **PARKING METER SERVICE TECHNICIAN**

Pay Grade: 12

GENERAL SUMMARY:

Responsible for routine maintenance and repair of the parking pay station systems.

RESPONSIBILITIES:

- Inspect, troubleshoot and repair parking pay station down to device level, to include removing and replacing mechanisms, electronic elements, installing operating configurations, changing batteries and testing modem connectivity, uploading firmware, public key and assigned URL's.
- Assemble, prepare and install solar parking pay station meters and housings. Initiates and test equipment to ensure proper installations are safe and equipment operates properly. Removes old or existing meter poles and housings.
- Collect meters due to coin/bill jams or other audit related reasons.
- 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 technical repair/installation, customer service, or cash handling equipment is required. In addition, a technical background or experience is desired.

COMPLEXITY:
Work consists of fairly standard procedures and tasks where basic analytic ability is required, as in the comparison of numbers and simple facts in selecting the correct action.

SPECIFICATIONS: (continued)

IMPACT OF ACTIONS:
Errors in work lead to minor inconvenience and incur some costs. Work is typically performed under moderate supervision and within standard operating procedures. The incumbent occasionally can function autonomously, with the supervisor available to answer questions as they arise.

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 primarily with lower-level service representatives and vendors. 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 Service Technician
Parking Meter Technician Supervisor

Effective Date: June 2014
Revised Date: January 2026
Revised Date: July 2026