CITY OF HOUSTON

JOB DESCRIPTION

Job Code: 653.7

Job Title: **PARKING METER TECHNICIAN SUPERVISOR**

Pay Grade: 18

GENERAL SUMMARY:

Supervises, coordinates and assists with the daily activities and operations ensuring the continuous operation, installation, service and repair of parking meters for parking pay station systems.

RESPONSIBILITIES:

- Supervises workers engaged in field installation, maintenance, repair and collection. Participates in the installation, service and repair operations. Oversees work assignments to ensure a safe working environment.
- Develops and implements processes and procedures by continuous evaluation of the parking meter program.
- Manages inventory, to include purchasing.
- Creates, develops, oversees, monitors, and participates in all training related to the dismantling, inspecting, repairing, reassembly and preventative maintenance of parking pay stations and single space meters.
- Monitors meter connectivity to networks and assist with the programming of meters.
- Plans programs for the service, maintenance and replacement of defective parking pay stations and develops efficient pick-up and delivery schedules to improve workflow.
- Prepares comprehensive reports by compiling, reviewing, and analyzing data.
- Assist other supervisory personnel with implementing new assignments and special projects.
- Assist in the oversight of sign installation and lot maintenance.

SPECIFICATIONS:

KNOWLEDGE:
Requires an Associate's degree in Business Administration, Accounting, Finance or a directly related field.

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

EXPERIENCE:
Requires two years of electronic or cash handling equipment experience with a minimum of one year supervisory experience. Manufacturer certification must be completed within 6 months of hire.

Substitutions: Directly related electronic experience may be substituted for the educational requirement on a year-for-year basis.

SPECIFICATIONS: (continued)

COMPLEXITY:
Work requires the direct application of a variety of procedures, policies and/or precedents. Moderate analytic ability is required in applying guidelines, policies, and precedents and in adapting standard methods to fit facts and conditions.

IMPACT OF ACTIONS:
Errors in work cause some expense and inconvenience. Work is typically performed under moderate to limited supervision and within standard operating procedures. The incumbent functions under general review and at times autonomously, with the manager available to answer more difficult questions.

SUPERVISION EXERCISED:

Direct Supervision:
Involves scheduling, supervision and evaluation of work as a "first-line supervisor", recommends personnel actions, such as hiring, terminations, pay changes of non-supervisory personnel.

Indirect Supervision:
No indirect reports.

CONTACTS:

Internal Contacts:
Level of internal contact is primarily with the clerical and technical staffs and occasionally with professionals, managers and stakeholders. Interaction involves moderate tact and cooperation: e.g., scheduling, resolving problems and/or obtaining necessary information.

External Contacts:
Level of external contact is primarily with mid and upper-level representatives and vendors and occasionally with mid-level government agencies, visitors and allied organizations. Interaction requires moderate tact and cooperation e.g., responding to questions which may require some research to provide the correct answer.

PHYSICAL EFFORT:
The position requires stooping, bending and/or lifting of items of up to 30 pounds with occasional periods of walking on rough surfaces.

WORK ENVIRONMENT:
There are occasional discomforts from 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 fairly fine tolerance and/or calibration demands; or the ability to make closely coordinated eye/hand movements on a patterned response space within moderate tolerance demands.

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:11/09/2016