

# **PARKING METER REPAIR WORKER**

**IV-6311**

**Date:** October 2009

**Department/Division:** Finance & Administrative Services

**FLSA:** Non-Exempt

**Reports to:** Parking Meter Operations Supervisor

## **PURPOSE OF POSITION**

Under general direction of the Parking Meter Operations Supervisor, performs skilled and routine work in the maintenance, servicing and repair of parking meters and collects change from meters.

## **ESSENTIAL DUTIES OF POSITION (with or without accommodation)**

*The following duties are normal for this position. These are not to be construed as exclusive or all inclusive. Other duties may be assigned.*

- Travels assigned routes and collects coins from meters, identifies malfunctioning meters.
- Checks operating condition of meters, makes on the spot adjustments and minor repairs such as clearing jammed coins.
- Conducts periodic tests to verify accurate timing on meters.
- Services, maintains or replaces electronic and/or mechanical meters as needed, including preventive maintenance routines.
- Receives and follows up on reports malfunctioning meters.
- Records and maintains inventory of meters, parts and maintenance routines.
- Sometimes directs and assigns work to other employees involved in meter repair and maintenance.
- Maintains good public relations through courteous and prompt attention to all citizen requests for service.
- Maintains regular and prompt and regular attendance at work.
- Regularly lifts and/or moves up to 10 pounds and occasionally lifts up to 30 pounds.
- Expected to temporarily perform duties outside of normal classification in the event of a declared emergency. In the event that an employee is excused from work other than being sick, they will be required to report to work in a state of declared emergency.

## **MINIMUM TRAINING AND EXPERIENCE REQUIRED TO PERFORM ESSENTIAL FUNCTIONS**

Graduation from standard high school or GED, preferably including course work in mechanics or shop and some prior work experience in the repair and maintenance of small mechanisms such as clocks or coin operated machines, or any combination of experience and training which provides the required knowledge, skills and abilities.

## **MINIMUM ABILITIES REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS**

### **Abilities**

The employee frequently is required to use hands and fingers to handle and feel; reach with hands and arms; and smell. Ability to quickly move hands, hands together with arms, or two hands to grasp, manipulate, or assemble objects, ability to exert muscle force repeatedly or continuously over time; this involves muscular endurance and resistance to muscle fatigue, ability to use abdominal and lower back muscles to support part of the body repeatedly or continuously over time without 'giving out' or fatiguing, ability to quickly and repeatedly bend, stretch, twist, or reach out with your body, arms, and/or legs.

Ability to speak clearly so others can understand you, ability to see details at close range (within a few feet of the observer), ability to see details at a distance, ability to identify and understand the speech of another person, ability to listen to and understand information and ideas presented through spoken words and sentences.

**Job Knowledge**

Complete working knowledge of the methods, materials and practices used in the repair and maintenance of small mechanical and electronic devices. Some knowledge of the downtown business center, streets, shopping areas, and general geography of Sioux City. Ability to read, interpret and apply written and graphic instructions and schematics. Ability and skill in the use of small tools and good mechanical aptitude. Ability to work alone and without immediate supervision. Working knowledge and prior experience in operating personal computers.

**Language Skills and Interpersonal Communication**

Requires effective communication skills. Requires the ability to write and speak clearly, distinctly and effectively with fellow employees and the general public; read in English and compare similarities and differences between words and series of numbers; apply common sense understanding to the work process, procedures, programs and services; and to follow verbal and written instructions; ability to establish and maintain effective working relationships with City officials and staff, business representatives and the general public.

**Work Environment**

While performing the duties of this job, the employee is regularly exposed to outdoor field conditions including varying weather conditions and varying street level noises for sixty-five percent of the time.

**Special Requirements**

A valid Motor Vehicle Operator's License issued by the State of Iowa.

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The City of Sioux City is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages employees and prospective employees to discuss needed accommodations with the appropriate City representatives.

Approved Resolution 2009-000766  
Dated 10/05/09