

**City of San Rafael  
Job Class Specification**

## **Job Title: Parking Equipment Technician**

### **SUMMARY**

Under regular supervision services: Replenishes change, collects revenues, and performs cleaning and maintenance in parking revenue equipment; directs schedules & assigns work to parking attendants; assists parking customers; and, performs custodial & maintenance services in City parking facilities.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Ensures that revenue equipment is kept clean and supplied with change, receipt paper, and tickets.
- Monitors equipment displays and interprets reports.
- Removes cash receipts from parking meters and cash receipts & used tickets from revenue machines and transports receipts for counting and processing.
- Maintains revenue and other equipment, keeps activity records, completes forms, and generates simple reports.
- Cleans and maintains parking facilities using manual and powered equipment.
- Steam cleans using powered equipment.
- Transports trash and waste to collection areas.
- Removes and paints over graffiti.
- Paints parking lot striping and refreshes paint in small areas to maintain parking facility appearance.
- Replaces light bulbs in ceiling fixtures, stair wells, and other areas.
- Clears toilet & drain stoppages.
- Mounts permanent signs and places and removes temporary signs.
- Keeps parking booths clean and orderly.
- Performs related duties as required.

### **Knowledge of:**

- Parking revenue machines operation and support.
- Methods, materials, and equipment used in the maintenance of buildings & grounds.
- Painting using spray equipment, brushes & rollers.
- Basic office practices and procedures, including the operation desk top computers and standard office equipment.

- Basic arithmetic
- Safe use of chemicals, safety equipment and tools used in cleaning and simple maintenance.

**Ability To:**

- Deal tactfully and effectively with other City employees and the public.
- Understand and carry out oral and written instructions.
- Assign, track, and report on the work of others.
- Maintain accurate records and files.
- Operate telephone, intercom, walkie-talkie, and radio equipment.
- Operate computer and revenue equipment.
- Operate equipment, vehicles and transportation devices used to support parking facilities.
- Communicate clearly and fluently in oral and written English.
- Work evenings, weekends, and some holidays.
- Lift up to forty pounds.
- Walk extended distances.

**EDUCATION AND EXPERIENCE:**

High school diploma or equivalent and able to read and write English.  
One year of experience in office, retail, service or custodial work.

**SPECIAL REQUIREMENTS:**

Possession of a valid California Driver's License

**WORK ENVIRONMENT:**

The workplace includes indoor and outdoor venues, offices, and parking ramps. While performing the duties of this job, the employee is regularly exposed to fumes or airborne particles. The noise level in the work environment is sometimes loud.

FLSA Status: Nonexempt  
Prepared By: Human Resources  
Prepared Date: September 2006  
Approved By: City of San Rafael  
Bargaining Unit: SEIU