

**City of San Rafael
Job Class Specification**

Job Title: Parking Maintenance and Collections Officer

SUMMARY

Under general supervision, to performs work in the field and at a bench, cleaning, lubricating, timing, collecting, filling, reconciling, diagnosing, and maintaining all parking services equipment (including but not limited to single space parking meters, multi-space parking equipment, parking access and revenue control systems, and other support systems). Performs related work as required.

DISTINGUISHING CHARACTERISTICS:

This is a single job class position. It is distinguished from the Parking Meter Repair Technician in that it performs fieldwork to include, but not limited to meter collection; and coin and currency counting; and it is distinguished from the Parking Enforcement Officer in that it does not have enforcement responsibilities. This job class does not have any supervisory responsibilities.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Dismantle and reassemble mechanisms using standard and specialized tools.
- Using chemical solvents and/or special cleaning tools and machines, clean and perform maintenance, repairs and programming pursuant to manufactures' and vendors' training and recommendations.
- Diagnose and analyze operational and mechanical problems, including determination of in-house versus warranty problems.
- Responds to calls for services in the field related to all equipment.
- Installs poles, housings, locks, equipment bases, signage and other equipment.
- Maintain official records of diagnosis and service information for all equipment.
- Fills, reconciles and empties coin and currency dispensers. Maintains accurate counts and records of refill and adjustments to the float.
- Collects currency and coins from each machine based on routes. Transports and creates/assists in reconciliation reports.
- Collects, downloads and processes credit card data and transaction information from all equipment. Generates reports for use in auditing and reconciliation.
- Performs and assists with the counting functions, including but not limited to, moving, processing, packaging, transporting and/or preparing for transportation of currency, checks and coin.
- Provides preventative maintenance, cleaning, and repair of counting room equipment, including but not limited to, coin and currency counters.
- Provides general facility maintenance, upkeep, and graffiti removal; and performs related duties as required.

Education/Experience:

Equivalent to High School diploma. Valid California drivers' license and a safe driving record. Prefer two (2) years experience in the general repair of mechanical/electrical equipment and some knowledge of Microsoft windows applications (Word, Excel, Outlook, etc.).

Knowledge of:

- Microsoft Windows basic operation and standard office Computer Applications (Windows, Word, Excel, etc).
- Basic electronic components of equipment.
- Hand and power tools.

- Cleaning solutions and cleaning equipment.
- Parking Meters, multi-space equipment, and parking access and revenue control systems, coin and currency counters, and other mechanical and timing devices.
- Record keeping methods/practices.

Ability to:

- Use power tools, and hand tools.
- Service and repair parking equipment in the field and office.
- Learn and apply operating principles of parking equipment, coin/currency counters and sorters.
- Work safely with cleaning solvents and chemical cleaning agents.
- Establish and maintain effective working relationships with customers, clients, and other employees of the organization.
- Walking long distances while pushing or pulling a 100-pound meter collection canister.
- Drive city cars, Go-4s, vans, pickup trucks, and other vehicles.
- Maintain work records.

LANGUAGE SKILLS

Ability to read and comprehend simple instructions, short correspondence, and memos. Write simple correspondence. Ability to effectively present information in one-on-one situations.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

REASONING ABILITY

Ability to apply common sense understanding to carry out instructions furnished in written, oral or diagram form. Deal with diagnosis, repair, adjustment problems involving several types of equipment, to include unknown cause and effect and changing variables and dynamic situations.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to stand; walk; sit; push, pull, lift, and/or move equipment; use hands to finger, reach with hands and arms; and talk and hear. The employee must regularly lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly exposed to moving mechanical parts, fumes or airborne particles, and outdoor weather conditions. The noise level in the work environment is usually moderate.

FLSA Status: Nonexempt
 Prepared By: City of San Rafael
 Prepared Date: September 2003
 Approved By: City of San Rafael
 Approved Date: