

PARKING METER SERVICEPERSON

GENERAL STATEMENT OF DUTIES: Inspects, repairs and maintains municipal parking meters; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: These duties involve removing, testing, cleaning, repairing and installing parking meters. An employee in this class also collects and deposits money from parking meters. The work is performed under general supervision of the Village Board in accordance with established procedure permitting leeway for the use of independent judgment in planning and carrying out details of the work.

EXAMPLES OF WORK (Illustrative only):

- Inspects parking meters and makes minor adjustments to meters which are not working properly;
- Removes, disassembles, cleans and repairs defective parking meters;
- Assembles and installs new or repaired parking meters;
- Replaces, aligns and spaces parking meter posts;
- Collects coins from parking meters;
- Requisitions parts and materials and prepares simple reports of activities;
- Performs a variety of related mechanical duties.

REQUIRED KNOWLEDGES, SKILLS AND ABILITIES: Good knowledge of the operation, maintenance and repair of parking meters in common use; skill in the repair of small parts mechanisms; good motor and hand and eye coordination; ability to follow simple oral and written directions; mechanical aptitude; dependability; initiative; good physical condition.

ACCEPTABLE TRAINING AND EXPERIENCE: One year of experience in the assembly or repair of small parts mechanisms; or any equivalent combination of training and experience.