



## **Parking Meter Collector & Repairer**

### **DEFINITION**

Under direction, performs varied tasks involved in the installation, removal, repairing, maintenance, and adjustment of parking meters. Also performs work involved in collecting, counting, recording, and depositing monies from parking meters; does other related duties as required.

### **EXAMPLES OF WORK:**

Collects, counts and records all monies collected from parking meters according to designated routes

Dismantles parking meters, and inspects/cleans/replaces gears, springs, locks, glass, and other parts.

Installs new and repaired stanchions and parking meters.

Paints and cements stanchions on streets.

Will be required to learn to utilize various types of electronic and/or manual recording and information systems used by the agency, office or related units.

Keeps legible and accurate records of repairs (including inventory or parts), and meter placements/removals

Assists in the ordering of meter parts

Responds to complaints and reports of malfunctioning/broken meters

Member of the Snow Removal Crew

Placing/removing temporary no parking signs

Performs other duties as assigned

### **REQUIREMENTS:**

Employee must be capable of walking over 75% of the working day

Employee must be capable of lifting 100 lbs., and pushing 200 lbs.

Employee must be able to work with tools, and have mechanical abilities

Employee must be self-starting, disciplined, responsible, and exhibit good time management

Employee must be able to organize, and complete assigned tasks

Employee must have a high school diploma or GED

Employee must be able to work in all weather conditions

**LICENSE:**

Appointees must possess a driver's license valid in Pennsylvania

**KNOWLEDGE AND ABILITIES:**

Ability to organize assigned work.

Ability to keep accurate records of monies collected from parking meters.

Ability to make necessary mathematical calculations.

Ability to keep records and files.

Knowledge of varied types of coin regulated machines and their operation after a period of training.

Knowledge of reasons for faulty operation and steps necessary to correct the condition after a period of training.

Knowledge of tools/equipment used in installing, removing, repairing, maintaining, and adjusting parking meters after a period of training.

Ability to organize assigned work and develop effective work methods.

Ability to dismantle and replace broken and worn parts.

Ability to rebuild and test parking meters to ensure that they are working properly.

Ability to obtain, store, safeguard, record, and properly use equipment, materials, and supplies.

Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

Sign Name: \_\_\_\_\_

**PAY RATE: \$19.50 PER HOUR**

The Allentown Parking Authority is an affirmative action/equal opportunity employer and does not discriminate based on age, color, disability, gender, gender identity, marital status, national or ethnic origin, race, religion, sexual orientation, or veteran status.