

THE CITY OF LOS ANGELES



CIVIL SERVICE COMMISSION

## CLASS SPECIFICATION

7/19/91

### PARKING METER TECHNICIAN SUPERVISOR, 3757

**Summary of Duties:** A Parking Meter Technician Supervisor works with Parking Meter Technicians as well as assigns, reviews, and evaluates their work. An incumbent in this class may also direct the maintenance and repair of parking meters throughout the City; and does related work. A Parking Meter Technician Supervisor applies sound supervisory principles and techniques to build and maintain an effective staff and satisfy affirmative action responsibilities.

- **Distinguishing Features:** A Parking Meter Technician Supervisor may supervise:
  1. A group of Parking Meter Technicians in the field or at a central shop;
  2. Other Parking Meter Technician Supervisors in order to manage the maintenance and repair of parking meters throughout the City.

As a bona fide supervisor, and employee in this class is different from a lead worker because a Parking Meter Technician Supervisor performs the full range of supervisory activities. A Parking Meter Technician Supervisor disciplines employees, resolves grievances, and rates employee performance.

An incumbent in this class performs the more difficult work in repair and investigates and reports on complaints made by citizens. A Parking Meter Technician Supervisor may be deputized as a deputy city clerk to have access to parking meter coin boxes during other repairs of parking meters. A person in this class is responsible for keeping inconveniences caused by mechanical failure to a minimum. Assignments consist of a general outline of objectives to be accomplished.

### **Example of Duties:**

- Inspects several hundred parking meters daily for evidence of bad order, such as:
  1. Trouble indicator showing;
  2. Jammed coins or foreign substances stuck in coin receiver;
  3. Out-of-order tag left by collector;
  4. Meter showing considerable time with no cars parked in the vicinity;
- Reads computer printouts and maps to know which meters need servicing and routes the day's work in the most expeditious manner;
- Drives a light truck carrying replacement mechanisms, spare parts, tools and supplies to patrol area;
- Uses a radio to communicate with supervisor or office staff while in the field;
- Tests meter by inserting coins and turning handles to make sure the mechanism operates properly and runs for the set time;
- Sets up barricades or places cones around damaged parking meters before starting

work;

- Opens meter head with a key and removes the mechanism when the trouble is found;
- Determines whether a meter can be fixed in the field or must be taken to the shop for repair;
- Installs exchange mechanism from supply in truck if the timing mechanism requires shop work;
- Determines cause of faulty operation in the shop;
- Uses watchmaker's tools such as tweezers, cutters, jeweler's stone, lathes, and collet and staking tools to:
  1. Adjust, repair, polish, or replace springs, balance wheels, ratchets, escapement levers, gears, cams, and other clockwork parts;
  2. Adjust the timing mechanism to ensure accurate timing, change total time the meter will operate, or increase or decrease time allowed per coin;
- Uses nut drivers, screwdrivers, pliers, files, hammers, pipe cutters, pipe straightness, and drills to:
  1. Assemble and disassemble control and clockwork mechanisms;
  2. Clear jams and remove foreign objects from the meter coin receiver;
  3. Remove or install parking meter heads;
  4. Straighten meter posts;
  5. Install small metal signs on the posts;
- Cleans and oils mechanisms;
- Cleans meter heads and paints the meter housing;
- Adjusts timers on electronic meters using a voltmeter;
- Uses cleaning solvents to clean circuits and lenses on electronic meters;
- Devises and makes special hand tools for working on small parts;
- Fills out forms daily to record which meters were serviced and the type of repair;
- May recommend where to install new meters and remove unprofitable ones;
- Establishes methods of repair for new meters coming into service with the City;
- Establishes meter numbering systems for parking meter districts;
- Uses a computerized data base to enter or retrieve information such as meter numbers, locations, hours of operation, rates, and meter maintenance and repair records;
- Determines if a meter should be replaced and when to order replacement parts and equipment;
- Investigates instances of damaged or stolen parking meters;
- Evaluates the work of Technicians through inspection of meters on location or in the shop;
- Selects, orients, assigns, trains, counsels, and disciplines employees using job-related criteria;
- Gives employees equal employment/affirmative action information;
- Helps employees prepare for promotion as described in the City's Affirmative Action Program;
- Writes detailed reports on repair operations, theft and vandalism investigations, complaints received, staffing levels, and proposed district realignments;
- Answers complaints of motorists' organizations or individual citizens who claim

- malfunction of meters;
- Does any repairs requiring access to meter coin box;
- Uses locksmith tools to change and repair locks on meters;
- May coordinate the work of the parking meter repair unit with other units of the Department of Transportation or Traffic Enforcement and Burglary-Auto Theft Divisions of the Police Department;
- May be assigned complete responsibility for all work performed in the Parking Meter Shop and Field Operation;
- May recommend assignment of personnel to specific districts or to shop work;
- May realign districts on the basis of new meters installed, repair records of meters in use, amount of shop work necessary, and area characteristics;
- May be subpoenaed to testify in court;
- May occasionally be assigned to other duties for training purposes or to meet technological changes or emergencies.

### **Qualifications**

#### **Knowledge of:**

##### **A good knowledge of:**

- Care and use of watchmaker's tools used to repair parking meter mechanisms and other time control devices;
- Safety principles and practices for working in heavily traveled streets and in a machine shop;
- Types of cleaners and solvents used to clean electronic circuits and lenses;
- Operation, adjustment, maintenance, repair, and overhaul of parking meter clockwork and time control mechanisms;
- Stockroom operations and inventory control methods;
- Supervisory principles and practices including: planning, delegating, and controlling the work of employees;
- Techniques for counseling, disciplining, training, instructing, and motivating employees;
- Techniques for evaluating employee work performance;
- Procedures for handling grievances;
- Supervisory responsibility for EEO/AA as set forth in the City's Affirmative Action Program.

##### **A working knowledge of:**

- How to operate a two-way radiotelephone;
- City personnel rules and policies.

##### **A general knowledge of:**

- Parking meter computerized data base to enter or retrieve information;
- Memoranda of understanding as they apply to employees.

Ability to:

- Diagnose and remedy trouble in clockwork mechanisms;
- Use hand and power tools to repair parking meter mechanisms including watchmaker's precision tools, voltmeter, and electronic timer instruments;
- Operate pipe cutters, pipe jack straightness, hammers, grinders, and drills;
- Read computer reports and maps;
- Fill out service forms completely and accurately;
- Understand a radio broadcast even if the signal is weak and breaking up;
- Deal tactfully and effectively with co-workers, supervisors, other City employees, and the public;
- Plan, organize, and supervise the work of a group of Parking Meter Technicians;
- Establish and maintain a work environment to enhance both employee morale and productivity;
- Analyze situations and assign priorities to make best use of available resources;
- Interpret meter diagrams and instruct subordinates in their application;
- Maintain accurate records and prepare clear and concise reports;
- Direct a Citywide program of parking meter maintenance and repair.

**Requirements:** Two years of full-time paid experience as a Parking Meter Technician.

**License:** A valid California driver's license is required.

**Physical Requirements:**

- Be able to lift at least 35 pounds and sometimes over 70 pounds;
- Have the stamina to perform considerable walking and standing;
- Have arm, hand, and finger dexterity, with both hands, for handling and feeling;
- Have good speaking and hearing ability and good eyesight.

Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Reasonable accommodation will be evaluated on an individual basis and depend, in part, on the specific requirements for the job, the limitations related to the disability, and the ability of the hiring department to reasonably accommodate the limitations.

**As provided in Civil Service Commission Rule 2.5 and Section 4.55 of the Administrative Code, this specification is descriptive, explanatory and not restrictive. It is not intended to declare what all of the duties, responsibilities, and required qualifications of any position shall be.**