

**Parking Meter Technician (3738)
Task List (2020)**

PLANNING AND DOCUMENTATION OF WORK

1. Reads and interprets computer printouts of maps that show parking meters to be serviced in order to plan daily servicing routes.
2. Operates workphone to perform functions, such as logging data repairs, receiving data and parking meter outages, emailing supervisors for discrepancies and reporting errors and safety concerns, in order to maintain a work log.
3. Fills out forms related to daily functions of the job, such as discrepancies pertaining to parking meter repair functions, installation/removal of parking meters, and coin can replacements, in order to accurately document work performed.

PARKING METER MAINTENANCE AND REPAIR WORK

4. Removes foreign objects and coin jams with appropriate tools, such as screwdrivers and flatblades, from the coin and/or credit card slots of parking meters in order to ensure proper operation of parking meters.
5. Repairs and replaces parking meter housing components, such as door assemblies, can carriers, top locks, domes and dome sensors, to ensure proper operation of parking meters.
6. Opens parking meter vault to replace broken bottom locks by using drill motors, drill templates, and drill bits in order to ensure parking meters function properly for coin collection.
7. Maintains and replaces various interior components of parking meter terminals, such as, batteries, backup batteries, coin validators, card readers, and LED screens, in order to ensure proper operation of parking meters.
8. Maintains and replaces various exterior components of parking meters by visually inspecting pipes and straightening pipes using pipe jacks to keep an upright position, replacing worn or faded decals and district letterings/numbers, and removing unwanted graffiti in order to ensure clean/sanitary working parking meters and proper parking meter identification.
9. Tests parking meters by coin checking and using diagnostic cards to ensure parking meters are reading information accurately and giving appropriate time per coin denomination.
10. Resolves issue(s) with electronic vault lock for every new parking meter installed or reinstalls by emailing the meter security and supervisors in order to ensure electronic data is syncing to the electronic database.
11. Determines whether a parking meter can be fixed in the field or must be taken into the shop for repairs in order to perform necessary repairs to parking meters adequately.

12. Removes and installs parking meters independently or with coworker(s) for various outside agencies, such as movie studios and metro lines, in order to accommodate changes in a timely and effective manner.

SAFETY FOCUS

13. Follows proper lifting procedures when lifting and installing parking meters in order to maintain personal safety.

14. Ensures personal safety when working in the field by remaining alert and exercising proper safety precautions around the public especially when removing coin cans and storing the cans in the Lock Box, and following proper equipment handling procedures such as keeping a tool belt chained to a technician until the end of the shift.

15. Complies with Cal/OSHA regulations regarding the use of personal protective equipment (PPE), such as high visibility vests, work shoes, eye goggles, and gloves, sufficient to ensure compliance with Cal/OSHA regulations and ensure personal safety while performing work.

16. Complies with Department of Motor Vehicle laws and regulations for Class C vehicles in order to safely operate City vehicles in performing work.

17. Complies with Work Area Traffic Control Handbook (WATCH) guidelines when working in the field, such as when to set-up a work barricade, in order to ensure compliance with the guidelines and ensure personal safety while performing work.