

THE CITY OF LOS ANGELES



CIVIL SERVICE COMMISSION

## CLASS SPECIFICATION

7/19/91

### PARKING METER TECHNICIAN, 3738

**Summary of Duties:** A Parking Meter Technician patrols designated areas daily to inspect, adjust, and repair parking meters. An employee in this class cleans, overhauls, and makes major shop repairs on parking meter control and clockwork mechanisms, and does related work.

**Distinguishing Features:** Parking Meter Technicians inspect, adjust, and repair parking meters, controls, and clockwork mechanisms out in the field or in the shop. A Parking Meter Technician working in the field must have the physical stamina necessary to walk several miles daily while inspecting and repairing meters.

An employee of this class works largely without direct supervision. A Parking Meter Technician receives assignments about patrol areas and general instructions on meter repair. The type of repair and whether to do the repair in the field or shop is left to the employee's judgment.

The Parking Meter Technician class is different from the Mechanical Repairer, Instrument Mechanic, and Instrument Repairer classes because:

- A Mechanical Repairer maintains and repairs mechanical equipment and tools in several craft fields;
- A Parking Meter Technician does skilled work on intricate clockwork devices;
- Both Instrument mechanics and Instrument Repairers inspect, adjust, maintain, and repair various automatic control, indicating, and recording instruments and devices;
- A Parking Meter Technician inspects, adjusts, and repairs parking meters and similar devices only.

### **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;
  - 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.

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

- Operation, adjustment, maintenance, repair, and overhaul of parking meter clockwork and time control mechanisms;

- How to operate a two-way radiotelephone.

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.

**Requirements:** Two years of full-time paid experience in the assembly, maintenance or repair of complex mechanisms such as office machines or coin operated devices.

One year of education in a recognized technical trade school in a program involving the assembly, maintenance or repair of complex mechanisms such as those listed above, may be substituted for one year of the above experience lacking.

**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.**