

PARKING METER ATTENDANT

DISTINGUISHING FEATURES OF THE CLASS: This work involves routine parking meter maintenance and repair tasks. Additionally, the duties require the incumbent to collect, count and deposit of parking monies. The work is performed under general direction of the City Clerk. Supervision may be exercised over the work of subordinate employees. A Parking Meter Attendant will do related duties as assigned. .

TYPICAL WORK ACTIVITIES:

- Collects coins from parking meters;
- Counts and wraps coins for deposit, reports amounts to City Clerk;
- Transports monies to repository;
- Diagnoses defective parking meters;
- Removes bent coins and other obstructions;
- Cleans and repairs meter mechanisms;
- Rewinds spring drive mechanisms;
- Inspects all street meters regularly;
- Replaces defective parking meters on street stanchions;
- Repaints meters and stanchions;
- Requisitions repair parts and tools;
- Prepares necessary reports and keeps records.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Working knowledge of the operation, maintenance and repair of spring driven mechanisms; ability to follow instructions; ability to understand and follow oral and written instructions; ability to write legibly; accuracy; honesty, dependability; good powers of observation, mechanical aptitude; physical condition sufficient to perform the essential functions of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma **and** one year of mechanical experience including the repair of small parts mechanisms.

SPECIAL REQUIREMENT FOR APPOINTMENT: In agencies where required, possess and maintain an appropriate class New York State Motor Vehicle Operator's license.

Adopted: 9/25/2014

CATTARAUGUS COUNTY CIVIL SERVICE COMMISSION