

CITY OF REDWOOD CITY PARKING METER COLLECTOR

DEFINITION

To collect parking meter coins and to wind meters, report defective meters, to deposit collected money in bank, to provide fill-in miscellaneous services as the Switchboard Operator and Reprographics Worker, and to post notices on Redwood City homes and buildings warning water will be turned off if bill is not paid.

SUPERVISION RECEIVED AND EXERCISED

Direction is provided by a Senior Accountant in the Finance Department for the accounting portion of the position and by the Reprographics Specialist for the technical portion.

EXAMPLES OF DUTIES

Collect parking meter money.

Perform minor on-site repairs on parking meters and related equipment.

Answer inquiries and complaints from public and others, orally and in writing, concerning parking meters.

Deposit collected money in bank.

May, on a temporary basis, fill in for the Switchboard Operator and Reprographics Worker.

Go to City residences and facilities to post warning notices regarding delinquent water bills.

Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

Parking meters and how they operate and function.

Methods, practices and tools relating to the assembling and repairing of minor problems associated with parking meters and/or small mechanical mechanisms.

CITY OF REDWOOD CITY
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Geography of City of Redwood City, including location and layout of streets.

Safe work practices.

Ability to:

Work independently without direct supervision.

Learn to test parking meters and make minor on-site repairs.

Communicate clearly and concisely, orally and in writing.

Establish and maintain effective relationships with those contacted in the course of work.

Collect and account for money.

Use required tools and equipment skillfully and safely.

Understand and carry out oral and written directions.

Meet appropriate physical demands necessary for adequate job performance.

Experience and Education:

Any combination equivalent to experience and education that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

One year of experience in basic mechanical repair work, preferably including parking meter repair experience.

Training:

Equivalent to completion of the twelfth grade.

License or Certificate:

Possession of, or ability to obtain, an appropriate, valid California Driver's License.

Effective Date: August, 1986

Bargaining Group: Service Employees' International Union - Local 715