

Parking Collection Technician

FLSA Status: Covered
Union Representation: District Council of Trade Unions (DCTU)

General Summary

Positions in this class determine a daily collection route, collect sealed cash canisters from computerized pay station and single space meters, assess the operation of pay station electronic locks and locks on single space meters, deliver cash canisters to a counting service, make observations of pay station and meter locations and collect parking control data, as assigned.

Parking Collection Technician - 30000188

Distinguishing Characteristics

The Parking Collections Technician is distinguished from the Parking Pay Station Technician by its focus on collection duties, rather than meter repair and maintenance.

Typical Duties/Examples of Work

1. Determines efficient collection route for computerized pay stations and single space meters listed on daily collection report; incorporates factors such as time of day, traffic volume, one way streets, and construction; drives route and responds to unexpected obstructions as needed.
2. Completes collection procedure; verifies pay station and meter locations; authenticates the collection status of the pay station; opens pay station using electronic key; within designated time limits, connects sealed cash canister to pay station to fill, removes filled canister and secures pay station for continued use; packs canisters appropriately into vehicle and delivers them to counting service. May collect from other types of parking meters as needed.
3. Monitors steps in the collection process in order to provide a daily operations report to supervisor; assesses electronic or single space lock operation by watching for visual and audible clues that key has engaged properly; observes the machine displays and the operation of deadbolts, drawers and other components utilized during the collection procedure; depending on problem, reports problems directly to supervisor or submits a service request; records observations on the daily activity log.

4. Adheres to security and safety policies and procedures. Maintains security of cash canisters, pay station keys and City vehicle during daily collection and transport activities.
5. Reports some types of pay station failures or problems by entering information into automated database at main office. Other types of problems, such as graffiti, or other physical problems are reported to the Parking Meter Technicians. Reports problems with single space meters as appropriate.
6. Observes signage and paving/stripping needs at pay station and single space meter locations; submits maintenance requests as needed.
7. Operates van or other vehicle; performs pre- and post-trip safety inspection of vehicle.
8. Frequently interacts with public while at collection sites, including explaining and demonstrating purchase options from pay stations.
9. Operates City issued cell phone to report problems and coordinate work. Phone use is limited to City business only and according to established City policy.
10. As assigned, collects data for Parking Control using Field Inventory Methodology, which involves measuring block faces according to set standards, and recording measurements and parking features on map sheets, using proper notation and terminology.
11. Performs related duties as assigned.

Required Knowledge, Skills and Abilities

Ability to: Determine efficient route for collections; complete a daily collection schedule; learn city geography and meter location numbering system; understand and execute verbal and written instructions; maintain records; learn and use safe working practices; work effectively with co-workers in a diverse workforce; respond appropriately to questions/concerns from the public; learn Field Inventory Methodology for data collection for Parking Control.

Skill in: Completing simple routine reports; driving City vehicles; assessing electronic or single space lock operation; operating standard computer software, such as Outlook, Excel and Word.

Special Requirements

Possession of a valid state Driver's license and an acceptable driving record. Completion of the City's safe driving course. Employees are subject to a driving background check and must maintain an acceptable driving record. Criminal background check is required.

Working Conditions:

Work in this class is typically performed in a field environment. Incumbent is typically required to lift up to 40 pounds and carry it up to 100 feet, to work outdoors in all weather conditions, and to safely work in and around traffic.

Classification History:

Adopted: 05-14-03

Revised: 06-03-05 Added language to explicitly incorporate collections from single space meters.

Revised: 02-04-04 Added determination of daily collection routes and Parking Control data collection.
Expanded assessment of computerized pay station electronic lock operation.

Revised: 09-14-05 Classification recognized by DCTU effective 8/10/05. Job Class Number changed from Nonrepresented 7569 to 2208.

Revised: 02-26-09 Updated title of comparison class under Distinguishing Characteristics

June 2009 - Change Job Class number from 2208 to 30000188, due to system change.