

**CITY OF CONCORD
CLASS SPECIFICATION**

CLASS TITLE: PARKING TECHNICIAN
DEPARTMENT: POLICE/PARKING SERVICES
REPORTS TO: PARKING MANAGER

JOB CODE: 3024
DATE: 07/12

JOB SUMMARY:

Under the general supervision of the Parking Manager, this position performs a variety of skilled and semi-skilled duties as they relate to the Parking Control Unit. These primarily include the installation and repair of parking meters, parking meter poles, parking kiosks, parking signage, and parking stall designation. Collection of revenue from single space parking meters and multi space parking kiosks including the deposit of monies to the Finance Department. Support of parking enforcement efforts when necessary.

ESSENTIAL JOB FUNCTIONS:

Schedules and performs preventative maintenance to electronic and mechanical parking meters/multi space kiosks located throughout the city, using tracking software to monitor maintenance.

Maintains and monitors daily meter repair log and complaint records.

Maintains parking meter posts that include replacing broken posts, painting, and repairing or replacing bent or lose parts.

Maintains, assembles, erects, and repairs parking signs and their posts.

May paint symbols, lines, arrows, etc. in parking garages and lots.

Collects money from several hundred single space parking meters and multi space parking kiosks. Records and deposits monies with the City Finance office.

Uses electronic hardware and software for auditing purposes weekly

Performs the duties of Parking Clerk and Reception Clerk as needed.

Maintains supply and equipment inventory.

Coordinates activities with other departments to ensure resources are available.

May issue citations to vehicles that are in violation of city parking ordinances.

Testifies in court regarding parking tickets and fines.

Answers questions from public regarding city parking ordinances and policies; gives directions within city.

Reviews records to determine vehicles that are in violation of the immobilization ordinance; installs and removes an immobilization device.

Notifies appropriate personnel of citizen complaints, disabled vehicles, accidents, traffic issues, possible criminal activity, and suspicious persons.

Assists police officers in directing traffic.

Performs other related duties as assigned.

MATERIAL AND EQUIPMENT USED:

Departmental Vehicle
Office Equipment
Testing Equipment
Computer
Power Tools

Handheld Computer Telephone Hand Tools
Portable Radio
Paint Striping Machines
Parking Meters/Coin Changers/Coin Counter
Pushcart

MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience:

High School diploma or GED; and, one to two years of experience performing skilled labor or trades work related to assignment or, any combination of education, training and experience which provides the knowledge, skills and abilities required for the job.

Licenses and Certifications:

Valid State of New Hampshire Driver's License.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

Standard tools, methods, practices, etc. required in the operation, function, and repair of parking meters and multi space parking kiosk units.

All parking rules, ordinances, and regulations of the city.

Back Office Software

Operation of the handheld computer used for generating and logging parking tickets.

Principles of safe and effective operation of a motor vehicle.

Safe and effective operation of standard office equipment.

Skill in:

Prioritizing, scheduling, and coordinating work processes necessary to carry out assignment.

Operation and repair of parking meters, parking kiosks, receipt printers.

Safe and effective operation of tools and equipment required of the position.

Interacting tactfully and effectively with other employees and the public.

Operating a handheld specialized computer.

Mental and Physical Abilities to:

Tactfully and effectively interact with and instruct other employees and the public.

Take and follow directions from supervisor.

Read and interpret documents such as safety rules, operation and maintenance instructions, and procedure manuals.

Effectively and accurately enter data into a handheld computer.

Safely and effectively operate a motor vehicle.

Work effectively in extremes of outdoor environment.

Work alone during most of the day, and under only general instructions and supervision.

Tolerate repetitive, short-cycle work.

Perform duties while bending, crouching, or stooping.

Frequently lift objects up to 50 pounds; may move heavy items up to 150 pounds.

Use tools or equipment requiring a high degree of dexterity.

The employee is required to use close vision, distance vision, color vision, peripheral vision, and ability to adjust focus to accomplish job responsibilities.

The employee is required to reach and extend hands and arms, as well as grasp, handle, seize, turn, lift, and work with hands and arms.

Working Conditions:

Work is performed in a stockroom, parking lot, garage or on sidewalks and streets.

Work is performed outdoors year round in hot, cold and inclement weather conditions.

The employee is exposed to noise, dust, dirt, grease, machinery with moving parts, and irritating chemicals.

Work requires the use of protective devices such as masks, safety glasses, ear plugs, and gloves.

This class specification should not be interpreted as all inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.