



CITY OF URBANA
Human Resources Division

METER MAINTENANCE TECHNICIAN II

JOB DESCRIPTION

Department: Public Works	Division: Public Facilities
Work Location: Urbana City Building	Percent Time: 100%
Job Type: Civil Service	FLSA Status: Non-Exempt
Reports To: Public Facilities Manager	Union: AFSCME

JOB SUMMARY

The Meter Maintenance Technician II's responsibilities are primarily to oversee the overall Parking Meter and Parking Deck Operation. Responsibilities include all essential functions of the Meter Maintenance I position. This position will oversee the Meter Maintenance Technicians and Parking Deck Attendants to whom specific or general assignments are given, including but not limited assisting with training and leading the crews of respective site personnel. Work is performed with considerable independence under the general direction of the Public Facilities Manager who reviews accomplishments through occasional conferences and inspections. The Meter Maintenance Technician II will operate out of the downtown Urbana Parking Deck.

Defining Class Characteristics

Under general supervision, this is the journey-level class in the Meter Maintenance Technician series. Incumbents assigned to this class are expected to perform the full range of duties and to work with considerable independence and initiative.

ESSENTIAL FUNCTIONS

- Responsible for and participates in all essential functions of the Meter Maintenance I position.
- Confers with and advises the Public Facilities Manager on new meter locations, changes in time limits, and other matters related to equipment and personnel matters.
- Leads in servicing and maintaining parking meters and makes periodic inspections or spot checks.
- Manages daily activities of the meter maintenance crew.
- Participates in training of Meter Maintenance Technicians and Parking Deck Attendants. Confers with Public Facilities Manager on progress.

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- Schedules and monitoring the tasks of the Parking Deck Attendants. Confers with the manager on progress.
- Manages the computerized specialized parking deck equipment and software. Coordinates and assists in diagnosis and repair with service providers when required.
- Manages the Meter Bag Reservation Program. Confers with and advises the manager on methods to increase efficiencies and streamline reservation processes.
- Recommends and advises on purchasing, planning replacement schedules, maintenance and parts inventory for new and existing parking meters. Obtains price quotes and provides analysis for review by the manager.
- Keeps current maps showing location of parking meters and time limits;
- Maintains frequent communication with various departments within the City related to parking.
- Develops and revising collection routes and schedules to ensure proper coverage of parking meters.
- Demonstrates continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide quality seamless customer service.
- Performing other duties as assigned.

JOB REQUIREMENTS

GENERAL

- Due to the nature of revenue collection, regular and predictable attendance is required.
- Must be able to work in inclement weather conditions.
- Position requires the performance of other essential or marginal functions depending on work assignments, location and shift.
- Work hours may vary depending on City/Department needs

EDUCATION & EXPERIENCE

- Acceptable experience and training: two years of experience with meter maintenance operations and one year of experience supervising others. Other combinations of experience and education which meet the minimum requirements may be substituted.

Knowledge of:

- Basic accounting and communication skills typically acquired through graduation from high school or equivalent.
- Standard materials, tools, and equipment used to install and repair parking meters.
- Office practices and procedures. Proficiency with Microsoft Office software, particularly Word and Excel, and basic desktop publishing.
- Principles and practices of mechanical parking meter trouble shooting and repairs.
- Relevant departmental policies, processes and procedures related to area assigned.
- City geography

ABILITY TO:

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- Work independently on familiar and unfamiliar work assignments.
- Work cooperatively with and, communicate orally and in writing with others in an effective and appropriate manner.
- Coordinate the parking meter maintenance program, including the establishment of routine inspection procedures.
- Produce written documents with clearly organized thoughts using proper sentence construction.
- Accurately utilize, maintain and update specialized records and files including parking management system software.
- Schedule and coordinate projects, set priorities, adapt to changing priorities and meet critical deadlines.
- Monitor the work product of others.
- Ability to and physically capable of operating City vehicles on City business safely and possess a valid State of Illinois Class B, CDL with Air Brake Endorsement driver's license with an acceptable driving record.

Skills

- Skill in use of tools and equipment used in the course of performing regular duties. These may include small hand tools, hydraulic jacks, pipecutters, torches, shovels, drills, and coin collection cart.
- Mechanical aptitude sufficient to perform the essential functions of the job.
- Knowledge of basic office practices and procedures and standard office equipment.
- Analytical skills sufficient to review, isolate, and correct discrepancies in customer accounts.
- Strong verbal and written communication skills.
- Excellent organization skills
- Conflict management skills

RESPONSIBLE FOR:

- All collected revenue.
- Oversight, operation, and functional supervision of the parking meter and parking deck program.
- Oversight and functional supervision of Meter Maintenance I position, Parking Deck Attendants, seasonal and temporary assistants.
- Routine maintenance and safe operation of assigned City vehicles and equipment.

CONTACTS: INTERNAL/EXTERNAL

- Daily contact with other departments, contractors, the general public, and other agencies.

WORK ENVIRONMENT

- Works in areas that have high vehicle and pedestrian traffic.
- Work is predominately outdoors where exposure to extreme temperatures, adverse weather condition and noise.
- Works on or around slippery and uneven surfaces and may come into contact with water.

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- Often works in close association with others.
- Work of this nature has the possibility of incurring cuts, bruises, sprains, or fractures.
- Sometimes works in an atmosphere containing high amounts of dust, common allergy-causing agents and noxious odors may be involved.
- The possibility of exposure to toxins (fumes, gases, etc.) may occasionally exist.

The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

PHYSICAL REQUIREMENTS

- Physical condition strength and agility commensurate to the demands of the position in all weather conditions.
- Must be able to lift, carry and or push articles weighing up to 50 lbs.
- Must be able to wear appropriate safety equipment.
- Must have the physical ability to climb stairs, reach above and below shoulders, walk and bend.
- Must make skillful, coordinated movements with the hands and fingers.
- Must be able to see in close environmental surroundings.

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

SPECIAL EFFORT REQUIRED:

- Requires the use of City vehicles on City business. Individuals must be physically capable of operating the vehicles safely, possess a valid driver's license and have a safe driving record.
- May require the performance of other essential or marginal functions depending on work assignments, location, or shift.
- Must possess or obtain within sixty (60) days of employment a State of Illinois Class B, CDL, Air Brake Endorsement driver's license.
- Due to the safety-sensitive nature of the position, the selected candidate will be subject to a background check. Must be bondable.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

This job description was approved by the Urbana Civil Service Commission on 8/30/2011.