

**MONTGOMERY COUNTY GOVERNMENT
ROCKVILLE, MARYLAND
CLASS SPECIFICATION**

**Code No. 004522
Grade 18**

SUPERVISOR, PARKING METER UNIT

DEFINITION OF CLASS:

This is skilled and supervisory work involving the repair and maintenance of parking meters and other parking control equipment. Contacts generally are with employees of the crew, contractors, and parts suppliers and involve obtaining and providing information and instructions and solving problems. This class of work may entail some public service/assistance, but it is incidental to the primary focus of the work performed.

An employee in this class, working under general supervision, is responsible for ensuring that scheduled preventive maintenance, repairs, adjustments, rate and time conversions, and settings to different types of parking meters and related equipment are accomplished within well defined shop procedures and time guidelines. As a working leader of a crew of skilled Parking Meter Mechanics, the employee has latitude to plan their training and work assignments. The complexity of this class of work is marked by the technical knowledge required of an incumbent concerning parking meter maintenance and repair, and the analysis necessary to plan the work of the shop and to solve problems arising in the work. The impact of properly performed work ensures the efficient operation of the County's parking meter operations. The employee regularly visits parking locations to make change and to perform minor repairs on meters which place the employee at some risk. Work is performed in a well lighted and ventilated "clean shop" environment. Work is of a sedentary nature, but involves the use of small precision hand tools, cleaning machines, lubricants and solvents, and includes the frequent lifting of light objects.

EXAMPLES OF DUTIES: (Illustrative Only)

- Plans, schedules, assigns, monitors, reviews, corrects/approves, and evaluates the maintenance and repair work of journey level Parking Meter Mechanics and lesser skilled employees.
- Provides technical advice and assistance to subordinates on either new or difficult/complex jobs.
- Orders parts and equipment as authorized. Develops specifications for bids for large jobs.
- Repairs, overhauls, modifies, adjusts, and sets timing of parking meters and related equipment such as time recorders, coin changers, ticket dispensers, and time/charge computers.
- Ensures correct placement of meters, signs and user instructions.
- Converts meters to accept different coin combinations and to register different time limits.
- Repairs and recombinants special security locks for parking meters.
- Modifies equipment, parts, and tools for special purpose application.
- Investigates reports of malfunctioning or vandalized equipment.
- Provides court testimony regarding parking meter accuracy, cases of vandalism and theft, and other related matters as required.
- Prepares reports for each parking meter serviced.
- Keeps record concerning ordering of parts, maintenance, and inventories.
- Approves leave requests, counsels and institutes disciplinary action when necessary for subordinates.

- Performs related duties as required.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of repair methods and hand and machine tools appropriate to the work of this class.
- Knowledge of the functions of, skill in and ability to make complex mechanical repairs to a variety of small mechanical equipment such as parking meters, coin changers, ticket dispensers, and time/charge computers.
- Ability to instruct personnel in the repair of small mechanical equipment and clock mechanisms.
- Ability to monitor the work of, counsel and motivate subordinates.
- Ability to comprehend and apply equipment manufacturer's specifications and schematics.
- Ability to modify or adjust parts within minimum tolerances specified.
- Ability to independently maneuver parking meters in a "clean shop" environment and to effect preventive maintenance and repair procedures.
- Ability to keep parts, inventory and maintenance records, and to ensure adequate supplies of parts, tools, etc. are on hand to accomplish the work.
- Ability to deal tactfully and effectively with people.

MINIMUM QUALIFICATIONS:

Experience: Three (3) years of journey level experience as a Parking Meter Mechanic.

Education: Graduation from high school or High School Certificate of completion recognized in the State of Maryland.

Equivalency: An equivalent combination of education and experience may be substituted.

Other: Eligibility for personal bonding as determined by the Department/Agency to which the position is assigned.

LICENSE:

- Possession and maintenance at all times of a valid Commercial Driver's License.

PROBATIONARY PERIOD:

Individuals appointed to a position in this class will be required to serve a probationary period of twelve (12) months and, if promoted to a position in this class, will be required to serve a probationary period of six (6) months. Performance will be carefully evaluated during the probationary period.

Continuation in this class will be contingent upon successful completion of the probationary period.

MEDICAL EXAM PROTOCOL: Medical History Review.

Class Established: December 1984

Revised: March 1992

Classification Study: February 1995 (M)

April 2010

August 2013

Formerly Titled: "Parking Meter Mechanic II"