

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

**Code No. 004523
Grade 15**

PARKING METER MECHANIC

DEFINITION OF CLASS:

This is journey level skilled work in the repair and maintenance of parking meters and other related parking control equipment. Contacts are generally limited to employees in the immediate work area and involve providing and obtaining information and instructions. 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 is responsible for making complex repairs, adjustments, rate and time conversions and settings to different types of parking meters and related equipment. Under general supervision, the employee exercises latitude in methods and procedures used and is expected to plan work sequences, select tools, repair parts and carry out assignments through to completion. The employee regularly visits parking locations to make change and perform minor repairs on meters which place them at some risk. The employee is also responsible for occasionally monitoring meter installations and providing guidance to employees performing either field or shop repair assignments. Work is reviewed upon completion for acceptability and quality of workmanship and for compliance with instructions and established procedures.

EXAMPLES OF DUTIES: (Illustrative Only)

- 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.
- Converts meters to accept different coin combinations and to register different time limits.
- Provides instruction to new personnel in the repair, adjustment and setting of all parking meters and related equipment.
- Repairs and recombinants special security locks for parking meters.
- Modifies equipment, parts and tools for special purpose application.
- Investigates reports of malfunctioning equipment; conducts field repairs and submits reports concerning same.
- Provides court testimony regarding parking meter accuracy, incidences of vandalism and theft and other related matters as required.
- Prepares reports for each parking meter serviced.
- May assume the duties and responsibilities of immediate supervisor.
- Performs related duties as required.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of the repair methods and hand and machine tools appropriate to the work of this class.
- Knowledge of the functions of and ability to make complex mechanical repairs to a variety of small mechanical equipment such as parking meters, coin changer, ticket dispenser and time/charge computers.
- Ability to instruct new personnel in the repair of small mechanical equipment and clock mechanisms.
- Ability to comprehend and apply equipment manufacturer's specifications and schematics.

- Ability to modify or adjust parts within minimum tolerances provided.
- Ability to deal tactfully and effectively with people.
- Ability to pass a criminal background check.

MINIMUM QUALIFICATIONS:

Experience: Two (2) years of experience in the repair of small mechanical equipment.

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.

LICENSE:

- Possession and maintenance at all times of a valid Class "C" (or equivalent) driver's license from the applicant's state of residence.

PROBATIONARY PERIOD:

Individuals appointed to this class will be required to serve a probationary period of six (6) months, during which time performance will be carefully evaluated. Continuation in this class will be contingent upon successful completion of the probationary period.

MEDICAL EXAM PROTOCOL: Medical History Review Form with a Urine Drug Screen.

Class Established: January, 1965

Revised: November, 1970

January, 1974

June, 1980

Classification Study: May 1991 (M)

April, 2010

September, 2012

August, 2013