

## Parking Meter Foreman

---

### **DEFINITION**

This is advanced foreman level work in directing the servicing and repair of parking meters, including the collection of parking meter fees.

Work of this class involves planning, supervising and participating in the activities of subordinates engaged in parking meter collection, inspection and repair. Responsibilities include training staff, investigating complaints of faulty meters, and ensuring the maintenance of meter parts such as time pieces and coin boxes. Information is provided to civic personnel and the public on such topics as meter locations, hours of operation, meter fees and hooding charges. Work is performed in accordance with established procedures, but the incumbent exercises considerable independence while resolving complaints, developing collection routes and arranging maintenance schedules. Work is evaluated by a supervisor who reviews parking meter failures, the amount of revenue received and the ability to stay within the assigned budget. Daily contact is maintained with the supervisor who delivers general instructions and directly intervenes only when unusually difficult problems arise.

### **TYPICAL DUTIES\***

Plans, supervises and participates in the work of subordinates inspecting, maintaining and repairing City parking meters and various mechanical coin sorters and counters.

Supervises the collection of money from parking meters and the subsequent deposit to the City Treasurer.

Investigates complaints concerning faulty meters and completes relevant reports.

Assists police with investigations of vandalism and theft from meters, providing evidence in court as required. Reports on the use of foreign objects (such as "slugs") in meters.

Repairs, services and cleans meter time pieces, coin boxes and collection bags.

Prepares weekly requisitions for daily checking money; receives and holds checking money.

Arranges for the hooding of meters and the removal of hoods as requested by civic officials.

Maintains records of meter installations, locations, numbers, types and overhaul dates. Orders new maintenance equipment and materials as required.

Trains staff in the installation, maintenance, repair and time checking of meters.

Performs related work as required.

### **KNOWLEDGE, ABILITIES AND SKILLS**

Considerable knowledge of the standard methods, materials and equipment used in the repair of parking meters and related equipment.

Ability to plan and supervise the work of subordinates.

Ability to detect and repair defects in meters and assigned equipment.

---

**Parking Meter Foreman**

Ability to maintain effective working relations as necessitated by assignments, to dispense information, and to deal tactfully with the public.

Ability to express ideas effectively orally and in writing, to maintain accurate records, and to prepare reports.

Skill in the use and care of the equipment employed in meter repair.

**TRAINING AND EXPERIENCE REQUIREMENTS****Job Level**

Completion of the twelfth school grade. Five years experience in parking meter repair work and demonstrated supervisory ability. Completion of Level I and Level III Foremanship Training or the equivalents recognized by the City of Edmonton; incumbents must successfully complete Level II Foremanship training upon appointment, and Level IV Foremanship Training will be completed at the earliest suitable date. Possession of a Class 5 Alberta Motor Vehicle Operator's License.

*\* This is a class specification and not an individualized job description. A class specification represents and defines the general character, scope of duties and responsibilities of all positions within a specific job classification. It is not intended to describe nor does it necessarily list the essential job functions for a specific position in a classification. Positions may perform some of the duties listed above but this does not necessarily qualify for placement into this classification.*

---

Salary Plan	<u>10M</u>	<u>10A</u>	<u>10B</u>	<u>10C</u>
Job Code	0142			
Last Updated:	1990-07			
Previous Updates:	1979-01			
Originated:	1996-06			