

PARKING METER TECHNICIAN

Recruitment #1606-0856DC-001

List Type Transfer/Promotional

Requesting Department PARKING

Open Date 7/19/2016

Filing Deadline 8/9/2016 11:59:00 PM

HR Analyst Nola Nelson

Introduction

THIS POSITION IS OPEN TO CURRENT CITY OF MILWAUKEE EMPLOYEES ONLY

Purpose

The Parking Meter Technician performs both routine and skilled maintenance and repairs of the City's electronic single space and multi-space parking meters in the field and in the shop. The person in this position is also responsible for hooding, installing, and removing parking meters for special events or construction projects.

Essential Functions

- Maintain and perform meter repairs in the field and in the shop.
- Respond to email alert messages for coin jams, low voltage and low paper for multi-space meters.
- Troubleshoot communication issues at cellular meters.
- Troubleshoot power supply issues at electric meters.
- Reprogram meters to accept various coins, time changes, and rate changes.
- Replace batteries on single-space and multi-space meters.
- Adjust meter standards and heads, repair meter housings, clear meter jams, and maintain locks and undertake minor repairs in the field.
- Install and remove meter hoods for special events, construction, etc.
- Generate program and download information into meters.
- Investigate and track vandalism of meters.
- Repair and salvage parts from vandalized/damaged meters.
- Repair or replace broken space numbers for multi-spaced meters.
- Work with meter staff and meter collection contractor cooperatively to repair broken meters or to collect meters uncollected by contractor.
- Regularly examine revenue canisters to ensure that equipment is secure and theft-proof.
- Undertake daily downloads of communicators and prepare communications for daily work.
- Maintain records on a daily basis regarding completed tasks.
- Maintain assigned vehicle and all materials within truck.

Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans with Disabilities Act (ADA) of 1990, as amended by the Americans with Disabilities Act Amendments Act (ADAAA) of 2008.

Parking Meter Technician

Minimum Requirements

1. Regular status as a City of Milwaukee employee, having successfully completed a probationary period for a civil service position.
2. Two years of experience performing mechanical repairs.
3. Valid driver's license at time of appointment and throughout employment.

Knowledges, Skills, Abilities & Other Characteristics

- Mechanical knowledge and the ability to use hand tools such as wrenches, screwdrivers, hammers, shovels, and sledgehammers as well as small electric power tools.
- Skill in performing routine equipment maintenance.
- Ability to inspect, test, and troubleshoot machines.
- Manual dexterity.
- Ability to lift and transfer objects weighing 50 lbs. or more.
- Ability to learn to operate a step van.
- Ability to navigate and read maps of Milwaukee and to travel efficiently from site to site.
- Ability to use a computer to enter and retrieve information.
- Ability to learn to use a smart phone.
- Customer service skills; ability to interact with contractors and citizens in a tactful and professional manner.
- Interpersonal skills and the ability to work well both independently and as a team member.
- Ability to plan work, manage time, and organize materials effectively.
- Ability to perform all work assignments safely.
- Honesty and integrity.
- Ability to work in all types of weather conditions.

Current Salary

SALARY (3DN) for City of Milwaukee residents is \$40,160 annually, and the non-resident starting salary is \$39,175 annually.

Selection Process

The selection process will be job related and will consist of one or more of the following: an evaluation of related education, experience and accomplishments, written tests, interview, or other assessment methods. The Department of Employee Relations and the Department of Public Works reserve the right to call only the most qualified candidates to oral, performance tests or personal interviews. Information from the selection process will be used to make a hiring decision. Selected candidates will be transferred and/or promoted to the position.

NOTE: Transfer/Promotional Opportunities and Promotional Examinations are not open to Milwaukee Public Schools employees or to the public. Only current non-probationary City of Milwaukee employees and civilian personnel in MFD and MPD hired through a City Service Commission process will be considered. Individuals with exempt, provisional, temporary or emergency appointments are not eligible for transfer/promotional opportunities.

NOTE: For current information regarding the status of the City of Milwaukee's residency requirement, please visit the Department of Employee Relations' Website: <http://city.milwaukee.gov/DER>. Please call 414.286.3751 if you have questions regarding your individual circumstances as part of the application and/or selection process.

The City of Milwaukee values and encourages diversity and is an equal opportunity employer.