



Career Service Authority  
Parking Meter Collector

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**GENERAL STATEMENT OF CLASS DUTIES**

Collects coins from parking meters and maintains and services parking meter vaults, collection carts, and vehicles.

**DISTINGUISHING CHARACTERISTICS**

Parking Meter Collector is an entry level class whose primary responsibility is to collect monies from the parking meters. Parking Meter Maintenance Technician performs skilled level work troubleshooting and repairing the computerized electronic and mechanical failures of parking meters.

***Guidelines, Difficulty and Decision Making Level:***

Procedures, methods and techniques to be used are well established with options to be considered well defined. Tools, work aids and materials to be used are specified. Work steps are demonstrated or made clear by straight forward oral instructions.

Detailed oral and/or written instructions are normally given during the training period. Work steps involve a pattern of sequential motions such as push, pull, lift, carry or place which may include making gross discriminations as to size, color or readily observable conditions.

Duties assigned are primarily routine, repetitive and restricted in intricacy with little or no discretion in how they are carried out.

***Level of Supervision Received and Quality Review:***

Under normal supervision, within a standardized work situation, the employee performs duties common to the line of work without close supervision or detailed instruction. Work product is subject to continual review.

***Interpersonal Communications and Purpose:***

Contacts with the public or employees where explanatory or interpretive information is exchanged, gathered or presented and some degree of discretion and judgment are required within the parameters of the job function.

***Level of Supervision Exercised:***

No supervisory responsibility.

## ESSENTIAL DUTIES

Collects monies from parking meters on established routes and deposits collected monies.

Performs routine maintenance on parking meter vaults, collection carts, and vehicles.

Submits daily work reports and maintains log books and inventory sheets.

Utilizes a computer to enter data and retrieve information.

Performs other related duties as assigned or requested.

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Any one position may not include all of the duties listed.  
However, the allocation of positions will be determined by  
the amount of time spent in performing the essential duties  
listed above.  
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## MINIMUM QUALIFICATIONS

### ***Competencies, Knowledges & Skills:***

**Reading** - Understands and interprets written material, including technical material, rules, regulations, instructions, reports, and charts, graphs, or tables; applies what is learned from written material to specific situations.

**Writing** - Recognizes or uses correct English grammar, punctuation, and spelling; communicates information in a succinct and organized manner, produces written information, which may include technical material, which is appropriate for the intended persons.

**Oral Communication** - Expresses information to individuals or groups effectively; taking into account the audience and nature of the information; makes clear and convincing oral presentations; listens to others, attends to nonverbal cues and responds appropriately.

**Mathematical Reasoning** – Understanding of basic math that will be used on the job: counting, adding, subtracting and multiplying to include shift and schedule.

**Interpersonal** – Considers and responds appropriately to the needs, feelings, and capabilities or others; adjusts approaches to suit different people and situations; may deal with people who are difficult, hostile or distressed.

**Integrity/Honesty** – Contributes to maintaining the integrity of the organization; displays high standards of ethical conduct and understands the impact of violating these standards on an organization, self and others; is trustworthy.

**Computer systems** – Utilizes a computer to enter and retrieve data.

**Customer Service** – Works and communicates with customers to satisfy their expectations and is committed to quality service.

Knowledge of addition, subtraction, multiplication, and division sufficient to be able to maintain a daily cash balance and prepare and balance deposits.

Knowledge of common safety hazards and necessary safety precautions for self and other sufficient to be able to establish a safe work environment.

Skill in understanding and following oral, illustrated, written or demonstrated instructions.

Skill in using hand and power tools and equipment.

Skill in maintaining records sufficient to be able to present factual information relative to the work assignment.

***Physical Demands:***

Standing: remaining on one's feet in an upright position.

Walking: moving about on foot.

Pushing: exerting force upon an object so that the object is moved.

Pulling: exerting force on an object so that it is moving to the person.

Handling: seizing, holding, grasping, or otherwise working with hands.

Fingering: picking, pinching, or otherwise working with fingers.

Repetitive motions: making frequent movements with a part of the body.

Eye/hand/foot coordination: performing work through using two or more.

Lifting: Raising or lowering an object more than 50 pounds.

Far Acuity: ability to see clearly at 20 feet or more.

Near Acuity: ability to see clearly at 20 inches or less.

Field of Vision: ability to see peripherally.

Memorization

Oral Comprehension

Written Comprehension

***Working Environment:***

Extreme Cold: temperature cold enough to cause marked bodily discomfort

Extreme Heat: temperature hot enough to cause marked bodily discomfort

Temperature Changes: variations in temperature from hot to cold

Noise: sufficient noise to cause distraction or possible hearing loss

Hazards: conditions where there is danger to life, body, and/or health

Atmospheric Conditions: conditions that affect the skin

***Education Requirement:***

Graduation from high school or possession of a GED Certificate desirable.

***Experience Requirement:***

None.

***Licensure and/or Certification:***

Requires valid Colorado "R" Driver's License at time of application.

**CLASS DETAIL**

**FLSA CODE:** Non-Exempt

**ESTABLISHED DATE:** 09/16/95

**REVISED DATE:** 07/16/03

**REVISED BY:** Joe Boyersmith

**CLASS HISTORY** As a result of an annual classification maintenance review class specification was revised into new format.