CITY OF SANTA CRUZ
PARKING CONTROLS MAINTENANCE WORKER

Reports to	Parking Services Supervisor, Service Field Crew Leader
Supervises	May supervise temporary workers
Bargaining Unit	Service

BASIC FUNCTION

Under general supervision, the Parking Controls Maintenance Worker performs the more complex day-to-day maintenance tasks associated with the maintenance of parking lots, garages, alleyways, and related facilities as well as the operation and maintenance of parking controls. Depending on assignment, may maintain garages and lots, repair and maintain parking meters, parking access equipment, and coin change machines, or perform parking meter collection, maintenance, and coin counting tasks.

DISTINGUISHING CHARACTERISTICS

This classification is distinguished from the next lower classification in Parking Services of Parking Facility Maintenance Assistant in that the latter is responsible for basic maintenance of parking facilities, including the custodial work required to maintain the public restrooms. Positions assigned to this classification may be asked to perform any duties within the classification but are typically assigned to Access Equipment, Meters, or Lots. This classification is distinguished from the next higher level of Parking Services Supervisor or Service Field Crew Leader in that the latter classifications supervise and train assigned staff and direct the daily operations of the parking enforcement, parking attendant, parking controls, and/or parking maintenance sections of Parking Services.

TYPICAL DUTIES (*May include, but are not limited to the following)*:

- Performs minor repairs on equipment, restrooms, and facilities; maintains tools and equipment used to perform duties.
- Performs graffiti removal on parking controls, meters, access machines, and garage surfaces.
- Responds tactfully to questions and concerns from the public; may provide information regarding garage or parking rules.
- Maintains work records and daily activity log.
- Orders supplies and materials as required.
- May replace, repair, or recondition garage lights.
- May assist in initial training for new employees.
- Performs other related duties as assigned.

City of Santa Cruz
Parking Controls Maintenance Worker

Assignment-Access Equipment

- Troubleshoots problems and performs tests on malfunctioning circuits and components in garage control systems, including parking access equipment and pay and display and change machines; performs minor repairs and replacement of electronic or electro-mechanical controls or sends parts back to vendor for repair or replacement.
- Installs or replaces solid state components in access equipment such as transformers, capacitors, and components on circuit boards; installs electrical components such as motors, switches, relays, solenoids, and lights.
- Responds to requests for assistance from staff and public related to malfunctioning parking controls, such as gates, lighting, automatic doors, and pay and display and change machines.

Assignment-Meters

- Performs basic repairs on defective meters using small hand tools, exchanges parts for more complicated repairs and sends to vendors, and programs electronic parking meters.
- Operates a three-wheel motor scooter and/or truck in the coin collection, repair, and maintenance of parking meters.
- Collects coins from meters and pay and display and change machines, weighs and processes deposits and keeps accurate records.
- Cleans and paints meters as necessary.
- Installs and removes meters daily as required.
- Maintains data in meter management database program on desktop computer by uploading information about meters from handheld computers; supports administrative review process and processes division requests for information as required.

Assignment-Lots

- Maintains parking garages and surface lots: empties waste receptacles, recycling containers, and disposes of trash; collects and disposes of garbage from parking areas; uses grab-stick to remove litter; removes and safely disposes of bio-waste; may clean elevators in parking garages.
- Operates and maintains motorized sweeper, vacuum truck, and leaf blower to clean parking lots; pressure washes garages, lots and restrooms as required; operates floor cleaning equipment; steam cleans garages and surface lots.
- Maintains landscaped areas in and around City parking lots, garages, and alleyways; removes trash, weeds, and debris; repairs and maintains irrigation system and controllers.
- Controls access to assigned garages by opening and closing them to the public.
- Walks and/or drives through parking lots and garages and identifies security concerns, such as public loitering and behavioral issues, and contacts law enforcement as necessary.
- Reports safety hazards and significant repairs needed.
- Performs minor repairs on equipment, restrooms, and facilities, such as repairing or replacing damaged wheel stops, broken electrical outlets, light fixtures, light switches, and plumbing fixtures; tests emergency back up lights and batteries; checks fire extinguishers and emergency lights; may repair broken parking access gate arms or replace light bulbs, as assigned.

- Paints and installs signs.
- May be asked to perform duties of Parking Facility Maintenance Assistant as needed.

WORKING CONDITIONS

Position requires sitting, standing, walking on level and slippery surfaces, reaching, twisting, turning, kneeling, bending, stooping, squatting, crouching, grasping and making repetitive hand movement in the performance of daily duties. The position also requires both near and far vision when inspecting work and operating assigned equipment. The need to lift, carry and push tools, equipment and supplies weighing up to 50 pounds is also required. Additionally, the incumbent in this outdoor position works in all weather conditions, including wet, hot and cold. The incumbent may use chemicals which may expose the employee to fumes, dust and air contaminants. The incumbent may be exposed to biohazards. The nature of the work may also require the incumbent to use power and noise producing tools and equipment, drive motorized vehicles and equipment and work in heavy traffic conditions.

Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

MINIMUM QUALIFICATIONS

Knowledge:
- Small hand and power tools.

Skills:
- Dexterity to work with small meter and other machine parts and small power tools.

Abilities:
- Use small hand tools and voltmeter.
- Diagnose cause of equipment malfunction and determine proper repair procedures.
- Safely perform manual labor as described above.
- Act in a courteous and diplomatic manner with the public and City employees.
- Follow oral and written instructions.
- Complete and maintain accurate records.
- Use a handheld and/or desktop computer.
- Communicate parking rules and procedures.
- Work independently.

OTHER REQUIREMENTS

- Willingness to work varied schedule (weekends, holidays, early morning and late night).
- Willingness to wear a uniform.

City of Santa Cruz
Parking Controls Maintenance Worker

EDUCATION AND EXPERIENCE

Any combination of education and experience that provides the above knowledge, skills and abilities combined with any required licenses is qualifying. A typical way to obtain the required qualifications is to possess the equivalent of the following:

- High school graduation or equivalent; and
- One year of experience using small hand and power tools.

LICENSES/CERTIFICATES

- Possession at time of hire and continued maintenance of a valid California drivers' license and a safe driving record.

DESIRABLE QUALIFICATIONS

- Knowledge and experience in the proper handling of coins and currency and accurate record-keeping procedures.
- Basic knowledge of electrical systems.

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Career Path

- Parking Programs Manager
- Parking Services Superintendant
- Service Field Crew Leader
- *Parking Controls Maintenance Worker*
- Parking Facility Maintenance Assistant