

Town of North Hempstead
PARKING METER SERVICER

GENERAL STATEMENT OF DUTIES

Collects parking meter fees, and maintains and repairs parking meters; performs related duties as required.

COMPLEXITY OF DUTIES

Under general supervision, collects parking meter fees, and maintains and repairs parking meters.

TYPICAL DUTIES

1. Collects parking meter fees.
2. Maintains and repairs parking meters.
3. Maintains daily records and reports of fees collected from meters.
4. Examines meters to determine need for adjustment or repair.
5. Issues parking tickets to violators of ordinances and laws relevant to parking in prescribed areas.
6. Cleans and repairs defective meters, replaces worn parts, maintains stock of and prepares requisitions for parts frequently replaced, and recommends replacement of badly damaged or worn meters.
7. Installs parking and traffic signs, assists in operating street marking machines for road painting purposes.
8. Operates a motor vehicle, as required.

*TYPICAL ADA ESSENTIAL FUNCTIONS

FULL PERFORMANCE KNOWLEDGES, SKILLS, AND ABILITIES

1. Knowledge of mechanical operations of various types of parking meters.
2. Knowledge of laws, ordinances, and regulations governing metered parking and parking fields.
3. Skill in manipulating small parts mechanisms and their components.
4. Ability to maintain and repair parking meters.
5. Ability to make simple arithmetic computations.
6. Ability to keep accurate records.
7. Ability to operate a motor vehicle.

MINIMUM QUALIFICATIONS

Training and Experience

Graduation from High School

And

One year of satisfactory work experience.

Necessary Special Requirement

Continuing possession of an appropriate class, valid Driver License issued by the State of New York, may be required.

All interested applicants should send a resume and cover letter to the Commissioner of Human Resources Bob Weitzner at careers@northhempsteadny.gov