

**CLASS SPECIFICATION**  
**SAN DIEGO CITY CIVIL SERVICE COMMISSION**  
**SENIOR PARKING METER TECHNICIAN – 1803**

**DEFINITION:**

Under general supervision, to lead and participate in the work of subordinates engaged in the repair of and collection from parking meters; to monitor the issuance of parking citations; and to perform related work.

**\* EXAMPLES OF DUTIES:**

- Leads, assigns, and participates in the work of subordinates engaged in the installation, removal, inspection, and repair of parking meters;
- Assists in the training of subordinates on the repair, installation, removal, and inspection of parking meters;
- Reviews the work of subordinates performed in the field to ensure compliance with proper standards and procedures;
- Reviews recommendations for citation dismissals for appropriateness;
- Coordinates and participates in the collection of parking meter revenue from subordinates in the field;
- Investigates, verifies, and repairs malfunctioning parking meters;
- Assists in the investigation of citizen complaints regarding malfunctioning parking meters;
- Review parking citations for accuracy, tracks parking citations issues, ensures parking citations are submitted to Parking Administration in a timely manner, and issues parking citations when appropriate;
- Researches citations that cannot be processed due to inaccurate or missing information;
- Assists in reviewing requests for parking citation dismissals in accordance with established standards;
- Responds to after-hours meter malfunctions, repairs, and alerts;
- Provides recommendations regarding subordinates' performance and disciplinary action.

**MINIMUM QUALIFICATIONS:**

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

Two years of full-time experience repairing and servicing a variety of mechanical equipment (i.e., pumps, valves, air compressors, power tools, parking meters, light meters, small

- \* EXAMPLES OF DUTIES performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.**

gasoline or diesel engines); **AND** six months of full-time experience installing, inspecting, servicing, and repairing parking meters.