

July 1, 1999

CLASS SPECIFICATION

SAN DIEGO CITY CIVIL SERVICE COMMISSION

PARKING METER SUPERVISOR

DEFINITION:

Under direction to plan and supervise the work of subordinates engaged in the repair of and collection from parking meters and the issuance of citations for expired meters; to investigate and resolve complaints; and to perform related work.

*** EXAMPLES OF DUTIES:**

- Supervises, plans, and assigns the work of subordinates engaged in installing, overhauling and repairing, painting and stenciling, collecting money from parking meters and issuing citations for expired meters;
- Inventories all repair parts periodically;
- Orders new meters and spare parts;
- Maintains records of all repairs performed, monies collected and citations issued;
- Investigates and resolves complaints;
- Reviews citation dismissal recommendations for appropriateness;
- Selects, trains, and rates the work of subordinates;
- Prepares daily reports.

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 Announcement for updated minimum qualifications.

Two years of experience in the maintenance and repair of parking meters. Possession of a valid California Class C Driver's License.

- * **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.