



Edwin Lee
Mayor

Micki Callahan
Human Resources Director

**NOTICE OF FINAL ACTION TAKEN BY THE
HUMAN RESOURCES DIRECTOR**

Date: March 26, 2012

Re: **Notice of Proposed Classification Actions –Final Notice No. 41 FY 2011/2012 (copy attached)**

In the absence of requests to meet addressed to the Human Resources Director, the classification actions contained in the above referenced notice became effective March 26, 2012.

Micki Callahan
Human Resources Director

by: _____

A handwritten signature in black ink, appearing to be "Steve Ponder", written over a horizontal line.

Steve Ponder
Classification and Compensation Manager
Human Resources

cc: All Employee Organizations
All Departmental Personnel Officers
DHR – Employee Relations Unit
DHR – Class and Comp Unit
DHR – Recruitment and Assessment Unit
DHR – Support Services
Micki Callahan, DHR
Anita Sanchez, CSC
Linda Cosico, DHR
Maria Newport, SFERS
E-File

**NOTICE OF PROPOSED CLASSIFICATION ACTIONS BY
THE HUMAN RESOURCES DIRECTOR**

The following actions are being posted in accordance with Civil Service Rule 109. In the absence of a protest addressed to the Human Resources Director, the proposed changes will become final seven (7) calendar days from the posting date.

Posting No: 41
Fiscal Year: 2011/2012
Posted Date: 3/26/2011
Reposted Date: N/A

AMEND THE FOLLOWING JOB SPECIFICATION(S):
(Job specification(s) attached.)

Item #	Job Code	Title
1	7444	Parking Meter Repairer

For additional information regarding this proposed classification action, please contact Christina Penland, Senior Classification and Compensation Analyst, at (415) 557-4848 or by email at Christina.Penland@sfgov.org.

Protests on an item should be addressed to the Human Resources Director and can be submitted by mail to the City and County of San Francisco, Department of Human Resources, 1 South Van Ness Ave, 4th Floor, San Francisco, CA 94103 or by email to DHR.ClassificationActionPostings@sfgov.org. All protests must be received in writing no later than close of business seven (7) calendar days from the posting date, and must include the posting and item number(s), the basis on which the protest is submitted and identify the effected parties.

Copies of this notice may be obtained from the Department of Human Resources or from the website at: <http://sfdhr.org/index.aspx?page=109>. Copies of Civil Service Rule 109 may be obtained from the Department of Human Resources, the office of the Civil Service Commission at 25 Van Ness Ave, Suite 720, San Francisco, CA 94102 or from the website at: <http://www.sfgov3.org/index.aspx?page=328>.

cc: All Employee Organizations
All Departmental Personnel Officers
DHR – Employee Relations Unit
DHR – Class and Comp Unit
DHR – Recruitment and Assessment Unit
DHR – Support Services
Anita Sanchez, CSC
Linda Cosico, DHR
Maria Newport, SFERS
E-File

**CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF HUMAN RESOURCES**

**Title: Parking Meter Repairer
Job Code: 7444**

INTRODUCTION

Under general supervision, this class is responsible for servicing and repairing electro-mechanical and electronic parking meters. The essential functions include: inspecting, disassembling, reassembling, repairing and removing single and multi-space electronic and mechanical parking meters; diagnosing, setting up and installing parking meters using various electronic hand held devices, hand and power tools and computer software; troubleshooting and upgrading parking meters; cleaning, lubricating and removing accumulated dirt and debris; cleaning meter interior, exterior and meter posts; replacing meter information item tabs, disassembling and reassembling meter housing and cases; operating various electrical, computerized and handheld devices; replacing parking meter batteries, motherboards, wiring harness, display and keyboards, motors, sensors and casings; auditing parking meters; investigating, updating, monitoring, and modifying parking meter software; conducting inventory on types and number of City parking meters; maintaining electronic and manual record and logs of meters inspected and work performed; operating a City vehicle and performing routine operator maintenance; responding to citizen inquiries and complaints; reporting safety issues and complex and/or unusual repair problems; performing related duties as assigned.

DISTINGUISHING FEATURES

7444 Parking Meter Repairer is responsible for performing parking meter maintenance and related repair work in the field. This class is distinguished from 7243 Parking Meter Repairer Supervisor I in that the latter exercises supervisory responsibilities.

SUPERVISION EXERCISED

None.

MAJOR, IMPORTANT, AND ESSENTIAL DUTIES

According to Civil Service Commission Rule 109, the duties specified below are representative of the range of duties assigned to this job code/class and are not intended to be an inclusive list.

1. Inspects, disassembles, reassembles, and repairs mechanical and electronic equipment and checks for evidence of tampering, vandalism or other damage.
2. Overhauls a variety of equipment or damaged components using various electronic hand held devices and required tools.
3. Troubleshoots, diagnoses and upgrades equipment to enhance features.
4. Cleans Interior and exterior of equipment and lubricates and removes accumulated dirt and debris using a variety of hand and power tools.
5. Disassembles and reassembles meter housing and cases; adjusts vault alignment,

**CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF HUMAN RESOURCES**

**Title: Parking Meter Repairer
Job Code: 7444**

- door operations and holder prongs.
6. Upkeeps and operates various electrical and/or computerized handheld devices
 7. Replaces batteries, motherboards and various components such as wiring harnesses, displays and keyboards, sensors and casings.
 8. Audits equipment for data retrieval of operation status history and behavior.
 9. Investigates, updates, monitors and modifies software to ensure compliance with recommended changes in accordance with unit guidelines and policies.
 10. Inventories types and quantity of equipment.
 11. Maintains electronic and manual records and logs of work performed, time required and parts used in the maintenance and repair of equipment.
 12. Reports safety issues and complex and/or unusual repair problems to appropriate authority.
 13. Operates vehicle and performs routine operator maintenance.
 14. Walks up to eight (8) miles doing assigned work carrying hand-held trouble shooting tools and devices and lifts and/or moves with assistance objects weighing up to seventy five (75) pounds.
 15. Responds to citizen inquiries and complaints.

IMPORTANT AND ESSENTIAL KNOWLEDGES, SKILLS, AND ABILITIES

Knowledge of:

Appropriate application of the usage of various electronic devices, software, tools and equipment needed to safely repair, install, or remove parking meters.

General practices, procedures, methods and policies involving the repair, installation, or removal of parking meters using safety and/or protective equipment such as protection goggles, masks, gloves, and back restraints.

Ability to:

Use basic mathematics for addition, subtraction, multiplication and division as necessary to perform computations regarding meter readings or other data.

Accurately and effectively articulate thoughts firmly and courteously and to communicate work related information, policies, and/or procedures when interacting with diverse groups of people, departmental personnel, and the general public. This also includes the ability to understand and follow oral instructions and/or information provided by the department regarding work related operations, policies and procedures.

**CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF HUMAN RESOURCES**

**Title: Parking Meter Repairer
Job Code: 7444**

Accurately communicate information in writing in a legible, clear, concise, articulate and easily understandable manner; prepare accurate reports and documents with relevant and appropriate detail; and to accurately record and/or log daily work activity information regarding the repair, installation or removal of parking meters.

Promote, establish and maintain cooperative working relationships with diverse groups of people, departmental personnel and the general public. This includes the ability to interact tactfully, courteously and diplomatically with others; exercise understanding and sensitivity to diverse groups of people. This also includes the ability to recognize and respond appropriately to potentially hostile situations and/or environments.

Follow established methods and procedures used to identify, evaluate and diagnose the repair, installation or removal of parking meters; and to assess difficult tasks and adjust assignments considering priority of needs. This includes troubleshooting and analyzing single and multi-space electronic parking meters, meter components and operational problems.

Possess and maintain a valid California Driver License in order to operate a motor vehicle for the purpose of traveling to and from work locations. This also includes the ability to be insurable and maintain insurability under the department's automobile insurance policy.

Read and understand maps, City street maps and signs, manuals, specifications and/or diagrams. This includes the ability to read and understand written instructions for the purpose of communicating work related information, filling out forms or responding to inquiries from departments and the general public.

Use basic computer applications and/or equipment associated with the diagnosis, repair, installation or removal of parking meters. This includes the ability to track and log service requests, work orders and service needs; and to enter and retrieve data.

Walk and carry work related tools and equipment for the purpose of diagnosing, evaluating, programming and/or repair of parking meters. This also includes the ability to stand for extended periods of time.

Lift and/or move with assistance objects weighing up to seventy five (75) pounds.

MINIMUM QUALIFICATIONS

These minimum qualifications establish the education, training, experience, special skills and/or license(s) which are required for employment in the classification. Please note, additional qualifications (i.e., special conditions) may apply to a particular position and will be stated on the exam/job announcement.

Education:

None.

**CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF HUMAN RESOURCES**

**Title: Parking Meter Repairer
Job Code: 7444**

Experience:

Two (2) years of verifiable work experience repairing parking meters, Experience must include routine maintenance and repair of mechanical, electrical and computerized devices or equipment related to meter repair; OR

Two (2) years verifiable work experience involving maintenance and repair of mechanical, electrical and computerized devices.

LICENSE AND CERTIFICATION

Possession and maintenance of a valid California Class C driver's license.

SUPPLEMENTAL INFORMATION

Physical Requirements: Positions require walking, standing, bending, squatting, kneeling, and twisting in performance of duties. Walks up to eight (8) miles in assigned district carrying hand held trouble shooting tools and devices. May be required to lift and/or move with assistance objects weighing up to 75 pounds.

Special Requirements: May be required at times to work evenings, weekends or irregular hours; travel to and from work locations in local jurisdiction using a motor vehicle; requires constant public contact; may involve traveling in areas not considered desirable and/or safe; may be exposed to accidents, injury hazards, and traffic hazards

PROMOTIVE LINES

To: 7243 Parking Meter Repairer Supervisor I

From: Original entrance examination

ORIGINATION DATE:

AMENDED DATE: 2/17/69; 8/11/69; 7/13/70; Retitled: 7/1/77; 3/26/12

REASON FOR AMENDMENT *To accurately reflect the current tasks, knowledge, skills and abilities defined in the most recent job analysis conducted for this job code.*

BUSINESS UNIT(S): COMMN SFMTA