



PARKING AUTHORITY OF BALTIMORE CITY
JOB ANNOUNCEMENT
Announcement #OPERPN(TBD)



General Position Information

Job Title	Parking Meter Technician		
Position Reports to:	Manager, Parking Meters		
Department	Operations	Salary	\$17.67 / Hour
Division	On-Street Parking	FLSA Status	Non-Exempt
Section	Meter Management	Pay Grade	A04
Work Location	510 Fallsway, Baltimore, MD 21202	Employment Type	Full Time

Job Summary

The Parking Meter Technician is responsible for installing, servicing, maintaining and repairing parking meters (electronic, mechanical, IPS). Also responsible for supporting parking control by bagging meters when needed.

Essential Duties and Responsibilities

- Perform preventative maintenance on meters, troubleshooting as necessary to ensure proper operation of machinery;
- Conduct maintenance and construction repairs of meter poles or other support structures to ensure proper access and safety to customers;
- Respond to repair issues or requests;
- Bagging/un-bagging meters as necessary;
- Complete and file appropriate paperwork to ensure maintenance, construction, repairs, etc. are appropriately tracked as per departmental procedures;
- Drive between sites in a City of Baltimore owned vehicle to perform duties assigned;
- Follow City of Baltimore (COB) policies and procedures as required;
- Perform other duties as assigned

Supervision Received and Exercised

Work is assigned and performed under general supervision with little functional guidance, following established procedures. Situations are rarely referred to a supervisor unless a change to policy or procedure is involved. This position does not oversee the work of other personnel.

Qualifications

- High school diploma or GED required, advanced training in related skills is preferred.
- Minimum of three years related experience required.

Knowledge, Skills, and Abilities Requirements

- Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume;
- Ability to apply concepts of basic algebra and geometry;



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- Knowledge and ability to use Microsoft Outlook, Word, & Excel;
- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals;
- Ability to write routine reports and correspondence;
- Ability to maintain professionalism when assisting customers, co-workers, and management of the organization;
- Ability to speak effectively before groups of customers or employees of the organization;
- Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form;
- Ability to deal with problems involving several concrete variables in standardized situations;
- Ability to use power tools, hand tools, and other equipment to perform maintenance and repairs;
- Knowledge of typical machinery used in meters and ability to troubleshoot for repairs;
- Ability and willingness to adapt to advances in meter technology;
- Ability to work any schedule to include weekdays, evenings, and weekends.

Physical Requirements

This position is spent mostly outdoors and thus, in full exposure to outdoor elements and conditions. The job involves considerable physical exertion and routinely requires lifting of light and heavy items (up to 50 pounds) and pushing items up to 100+ pounds such as carts or crates of equipment. The position requires routine standing, walking, bending, kneeling, balancing, and driving. The job may include occasional exposure to chemicals, paints, heating/cooling chemicals, and/or extensive use of computer terminals. Also includes the use of tools, electrical and motorized equipment on a highly frequent basis and/or assuming awkward positions. In order to complete the essential functions of the position, vision abilities include close, distant, peripheral, depth perception, and ability to focus.

Additional Requirements

	Requirements
<input type="checkbox"/>	Computer Skills Assessment
<input type="checkbox"/>	PABC Job Application
<input type="checkbox"/>	Criminal Background Check
<input type="checkbox"/>	Proof of Education, Training Qualifications, and Certifications
<input type="checkbox"/>	In order to be considered for this position, an individual must possess (and maintain) a valid Class C, Noncommercial Driver's License with good standing of 3 points or less. Qualified candidates will be required to provide a certified copy of their most recent Motor Vehicle Record, minimum 3 years, before/or at the time of an interview.
<input type="checkbox"/>	Must be able to obtain a City of Baltimore Driving Permit from the Division of Occupational Safety, Bureau of Risk Management Office within the Probationary Period. Must be able to maintain a City of Baltimore Driving Permit at all times in order to remain employed with the Parking Authority of Baltimore City.



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The above job description is not intended as, nor should it be construed as, exhaustive of all responsibilities, skills, efforts, or working conditions associated with this job.

This is an at-will position; the position may be eliminated at any time and your employment within the position may be terminated at any time. This and all organization positions are subject to transfer, based on company need.

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of the job. Parking Authority of Baltimore City is an Equal Opportunity Employer and considers qualified applicants without regard to race, color, creed, religion, national origin, sex, age, veteran status or any other protected status under federal, state, or local law.

Submit Resume and Cover Letter by Closing Date to
PABC c/o Employment Opportunities, 200 W. Lombard Street, Suite B,
Baltimore, MD 21202 or via email to
EmploymentOpportunities@bcparking.com

The Parking Authority, a quasi-city agency of the City of Baltimore, is an equal employment opportunity employer and strictly prohibits discrimination and unfair employment recruitment, hiring, selection, transfers and promotion. The Parking Authority is a smoke-free and drug-free workplace. We encourage a diverse work environment.