



## NOTICE OF VACANCY

**JOB TITLE:** Parking Meter Repair  
**DEPARTMENT:** Traffic and Parking  
**POSITION STATUS:** Full-time, AFSCME Local 1818 position with benefits  
**REPORTS TO:** Parking Garage Director, or designee  
**SCHEDULE:** Wednesday – Sunday: 7:00AM – 4:00PM; weekend premium of .50 applies  
**SALARY RANGE:** **STEP 1**  
\$1011.54

### **JOB SUMMARY**

Responsible for installing, maintaining, and repairing parking meters and posts, and collecting cash from meters

### **MAJOR DUTIES**

Installs, removes, replaces, maintains and repairs parking meters and meter posts. Disassembles, cleans, adjusts, and repairs parking meter heads. Replaces broken parts.

Collects cash from parking meters. Responsible for collected meter deposits being made in a timely manner. Interface with outside vendors when necessary to ensure all maintenance and repairs are completed as scheduled.

Assists patrons and others with directions and related tourist needs and information. Other duties as assigned.

### **KNOWLEDGE, SKILLS, AND ABILITIES**

Ability to repair parking meters, ability to do necessary maintenance. Possession of strong interpersonal skills, demonstrated tact, diplomacy, and personal initiative.

### **QUALIFICATIONS REQUIRED**

Experience or education which demonstrates possession of the above abilities, or any equivalent combination of education and experience which demonstrates possession of the required knowledge, skills, and abilities.

### **PHYSICAL DEMANDS AND WORK ENVIRONMENT**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is frequently required to be mobile, communicate with others and perform mechanical tasks. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Work is usually performed outside, and the employee is subject to all types of weather.

Qualified individuals may apply to the City using this email address: [jobs@salem.com](mailto:jobs@salem.com); position open until filled.

The City of Salem is committed to maintaining a work and learning environment free from discrimination on the basis of race, color, religion, national origin, pregnancy, gender identity, sexual orientation, marital/civil union status, ancestry, place of birth, age, citizenship status, veteran status, political affiliation, genetic information, or disability, as defined and required by state and federal laws.

Lisa B. Cammarata, Director, Human Resources, City of Salem, 98 Washington Street, 3<sup>rd</sup> floor

DATED: **JUNE 27, 2024**