

**CLASS SPECIFICATION**  
**SAN DIEGO CITY CIVIL SERVICE COMMISSION**  
**PARKING METER SUPERVISOR - 1646**

**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 and supplies;
- Maintains records of all repairs performed, monies collected, and citations issued;
- Issues parking citations;
- 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 Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

One year of full-time experience installing, maintaining, and repairing 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.**