

Customer Service Representative- Meter Technician

DISTINGUISHING FEATURES OF THE CLASS: This position involves the performance of moderately skilled manual labor and the use of power tools, indoors and outdoors, in a group and alone. It requires heavy lifting, physically demanding tasks. Work is usually performed under the general direction of a supervisor and is expected to accomplish tasks as directed. Upon completion of assigned tasks, the incumbent is to report to a supervisor for further directives. Supervision may be exercised over small groups of employees performing manual tasks while the incumbent participates in the work performed. This position involves the assistance in the installation, construction, maintenance, collection and repair of Albany Parking Authority single space and multi space meters. Lifting and carrying 50 pound bags of concrete.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

- Assists in the installation and maintenance of directional signs and sign poles.
- Snow removal duties including shoveling, salting, and operating snow thrower and snow plow, clear snow utilizing a snow melter;
- Does light masonry work, unskilled painting and paint preparation work;
- Assists in the installation and maintenance of street markings;
- Operate light machinery, light trucks, snow thrower, small power tools, core drills;
- Handles inventory and can organize store-room facilities;
- Loads and unloads trucks with various materials;
- Assists in the installation and maintenance of single and multispace parking meters;
- Performs a variety of heavy cleaning work including but not limited to washing and cleaning walls, windows, floors, bathrooms, vehicles and equipment;
- Walks alongside moving vehicle and performs cash collections of single and multispace parking meters;
- Performs related work as required;

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS:

- Ability to work shift schedule (Weekdays – 8 A.M. – 4 P.M.); ability to work overtime as needed by management; must be able to be reached by phone;
- Knowledge of standard tools and practices used in general laboring, street, sidewalk, meter, maintenance and repair;
- Ability to fill out simple forms and reports; Ability to read and write;
- Able to perform a wide variety of complex manual tasks;
- Ability to get along with others and follow oral and written instructions;
- Willingness to work outside in all types of weather and under all conditions;
- Physical endurance, sobriety, dependability;
- Ability to lift a minimum of fifty (50) pounds;
- Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

One year of experience in general laboring work. A valid New York State driver's license is required at the time of appointment and for the duration of employment. Employees possessing additional licenses (e.g. a Commercial Driver's License) may be required to drive any vehicle which they are licensed to drive.

BACKGROUND CHECK: A background check will be conducted