



LAUTOKA CITY COUNCIL

ROLE DESCRIPTION: PARKING METER TECHNICIAN

CORPORATE INFORMATION

1. Position Level: Admin 4
2. Remuneration: Salary will commensurate with qualification and experience (to be discussed during the interview). This is a contractual position with an open contract period.
3. Duty Station: Civic Centre Building, 169 Vitogo Parade, Lautoka
4. Reporting Responsibilities:
 - a) **Reports to:** Parking Meter Supervisor
 - b) **Liaises with:** Parking Meter Technicians, Enforcement Officers & Parking Meter Supervisor
 - c) **Subordinates:** NA

ROLE PURPOSE

To install, inspect, maintain, troubleshoot, repair, and service parking meter systems and associated equipment to ensure their safe, reliable, and efficient operation.

The Parking Meter Technician supports the effective management of municipal parking services by minimizing equipment downtime, maintaining accurate maintenance records, responding promptly to faults and service requests, and ensuring parking meters operate in accordance with council policies, technical standards, and applicable safety requirements.

KEY RESPONSIBILITIES

- Full time meter repair work – daily maintenance and repair
- To check and certify complaints by motorists for defective meters and report back to the Supervisor.
- To diagnose electronic or mechanical faults including routine testing and part replacements.
- To maintain register for all defective meters repaired (date and time) daily.
- Whilst on meter inspection routine check, on the following:-
 - a) Loose meters to be fixed;
 - b) Damaged meters of part by an accident or by any other case (to be reported to office).
 - c) Any vandalised meter also to be reported to Parking Meter Supervisor and old/new parts to be recorded in the inventory.
- To maintain parking meter stock register including spare parts.
- The Council reserves the right to terminate your service for any misconduct on one (1) week notice or should you wish to discontinue or vice versa.
- All other terms of employment shall be as those stipulated in the EMPLOYMENT RELATION PROMULGAMATION 2017 and ERP AMENDMENT ACT respectively.
- Any other duties as assigned by the Parking Meter Supervisor or Head of Finance & Administration Services.

PERSON SPECIFICATION

These are the selection criteria, and identify if an applicant is suitable for the role – there must be a specific link to the Key Duties. No acronyms to be included.

In addition to *an appropriate qualification* (or equivalent relevant experience) the following Knowledge, Experience, Skills and Abilities required to successfully undertake this role are:

Knowledge and Experience

- Knowledge of parking meter systems, including electronic, digital, and smart parking meters.
- Understanding of electrical and electronic principles, including low-voltage circuits.
- Knowledge of preventive maintenance and equipment repair procedures.
- Familiarity with cash collection systems and meter auditing procedures (where applicable).
- Understanding of occupational health and safety practices.
- Basic knowledge of computer systems and software used for parking management.
- Knowledge of relevant municipal bylaws, parking regulations, and customer service standards.
- Understanding of inventory control and maintenance record-keeping.
- Experience in repairing and maintaining electronic or mechanical equipment.
- Experience using electrical testing and diagnostic tools.
- Experience in troubleshooting faults and carrying out preventive maintenance.
- Experience working in field service or maintenance environments.
- Experience handling cash collection equipment or secure asset management is an advantage.
- Experience maintaining maintenance logs and preparing technical reports.
- Experience working independently while responding to service requests within specified timeframes.

Skills and Abilities

- Strong troubleshooting and fault-finding skills.
- Electrical and mechanical repair skills.
- Ability to use diagnostic equipment, multimeters, and hand and power tools safely.
- Basic computer skills, including data entry and report preparation.
- Time management and organizational skills.
- Effective written and verbal communication skills.
- Customer service and interpersonal skills when interacting with the public.
- Problem-solving and decision-making skills.
- Ability to prioritize maintenance tasks and respond to urgent repairs.
- Ability to diagnose and repair parking meter faults accurately and efficiently.
- Ability to read and interpret technical manuals, wiring diagrams, and schematics.
- Ability to work independently with minimal supervision.
- Ability to work outdoors in varying weather conditions.
- Ability to lift and carry tools and equipment safely.
- Ability to maintain accurate maintenance and service records.
- Ability to follow safety procedures and municipal policies.
- Ability to respond promptly to emergencies and equipment failures.
- Ability to establish and maintain effective working relationships with colleagues, contractors, and members of the public.
- Ability to adapt to new parking technologies, including smart parking and digital payment systems

Academic Qualifications

- Certificate, Trade Certificate, or Diploma in one of the following disciplines:
 - Electrical Engineering
 - Electronics Engineering
 - Electro-Mechanical Engineering
 - Mechatronics Engineering
 - Industrial Maintenance
 - Instrumentation Engineering
 - Automotive Electrical Engineering (where relevant)
- Have thorough knowledge and experience in technical and mechanical report works.
- Have certificate from the Fiji Trade Weights and Measures.
- Completion of Year 13/Form 7 or Year 12/Form 6 or an equivalent secondary school qualification.
- 1-2 years' work experience as a Parking Meter Technician.
- A valid driver's licence (where required by the Council) is desirable.
- Certification or training in the installation, maintenance, or programming of electronic parking meter systems or smart parking technologies is an advantage.

Other Requirements:

Ability to pass any required pre-employment medical examination, police clearance and background checks.

Personal Character

All applicants for employment in Lautoka City Council must be of good character, with a background that demonstrates their commitment to the civil service values contained in the Fijian Constitution. Applicants must also be Fijian Citizens, under the age of 60 years, in sound health, and with a clear police record. The selected applicant will be required to provide a medical certificate and police clearance prior to taking up duty.

The Council is an equal opportunity employer. All applicants will be considered for employment without attention to race, colour, religion, sex, sexual orientation, gender identity, national origin and veteran or disability status.