

TRAFFIC METER COLLECTOR
TRAFFIC DIVISION

A. PRIMARY PURPOSE

A Traffic Meter Collector is a non-sworn civilian member of the Department. The purpose of this position is to collect revenues from parking meters located throughout the Town; to maintain proper oversight of the collection system by loading, unloading, and preparing for counting all monies received; to record and notify supervisors of missing coin cans, malfunctioning meter mechanisms or damaged meters. This position may also be required to staff traffic posts. The incumbent must also perform other related duties as required.

B. SUPERVISION

Works under the general direction of the Commander of the Traffic Division in accordance with established methods and procedures, following department rules, regulations and policies to complete assignments; the supervisor provides general and specific instructions; work is performed independently with minimal supervision.

C. ESSENTIAL DUTIES AND RESPONSIBILITIES

The essential functions or duties listed below are illustrations of the type of work that is performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

1. Traffic Meter Collector is responsible for collecting revenues from parking meters, including but not limited to stand alone and multi-space meters, located throughout the Town. Revenues include coins, cash and credit card receipts.
2. The Traffic Meter Collector is responsible for the following functions, duties and responsibilities:
 - a. Collection Routes shall be collected separately and shall be completed in their entirety.
 - b. Collections shall be made in strict accordance with the Police Department's meter collection system, using locked canisters only;
 - c. Ensure that collections are appropriately and securely transported to Police Headquarters when the route is complete or when all available canisters have been utilized and that the canisters are transferred to the counting room.
 - d. Perform duties related to processing, counting, bagging of coins, and preparing these for transport to a financial institution.

- e. Complete collection receipts, properly reconcile the receipts, and forward them to a Traffic Supervisor for accounting purposes.
- f. The collector is responsible to record and notify supervisors of missing coin cans and ensuring multispace meters are properly stocked to function appropriately.
- g. Ensure all collection equipment is properly maintained, in good working order, including secondary upkeep to ensure that meter collection equipment remains operational; servicing minor problems, arrange for immediate repair via the DPW, and reporting all such operational issues to the Traffic Supervisor.
- h. Traffic Meter Collector is responsible for transporting deposits to the designated depository, once all monies have been reconciled by Traffic, ensure that the monies are deposited, and retrieve and return a receipt to Traffic.
- i. Practice good community relations whenever possible, such as providing street directions; general public assistance, and any other public service that may arise.
- j. Monitor traffic and road conditions for hazardous conditions, possible accident causing conditions, any roadway defects, malfunctioning traffic signal lights, and/or any other condition(s) which impede police traffic services. Report such conditions to his/her supervisor and/or the appropriate agencies.
- k. This position may also be required to staff a traffic post, as required by the Police Chief and or his or her designee.
- l. Perform assigned duties or other related duties under the direct supervision and control of the Commanding Officer of the Traffic Division or his or her designee or by the Chief of Police or Superintendent.

D. WORK ENVIRONMENT

Work is performed outside in field conditions; with regular exposure to noise and to pedestrian and motor vehicle traffic; work may be performed in adverse weather conditions, with exposure to hazards associated with handling of heavy coin canisters.

- 1. Shall wear such uniforms and insignia, and be provided with such equipment as the Chief shall prescribe.
- 2. The employee operates mechanical and non-mechanical equipment, and utilizes various delivery and lift apparatus; employee is required to operate a motor vehicle.

3. The employee has contact with the public and other police department employees.
4. Errors could result in damage to meters and other equipment, loss of revenue or poor public relations. Errors are detected through the system of checks and balances, audit and review.