

PARKING ENFORCEMENT OFFICER

DEFINITION

To patrol assigned parking area, on foot or by vehicle; enforce parking regulations and issue warnings or citations for illegal parking; to provide general information to the public; and to perform related work as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from an assigned supervisor.

ESSENTIAL FUNCTIONS – Functions may include, but are not limited to, the following:

Enforce the municipal code; directs vehicle and pedestrian traffic; provides information on parking laws to the public.

Issue citations or warnings for violations of California Vehicle Code provisions and parking control ordinances such as parking time limits zones, tow away zones, loading zones, and metered parking areas.

Use a vehicle to patrol and to enforce parking laws and regulations.

Make court appearances as required

Report damaged or inoperative traffic control equipment and hazards such as broken sidewalks and pavement, etc.

Maintain records and prepare legible reports; deliver or pick up police vehicle and equipment for service or repair.

Operate a compact vehicle in patrolling the streets and public parking lots.

Place identifying marks on parked vehicles and subsequently checks for these marks as a means of identifying vehicles that are parked beyond the legal time limit.

Identifies illegally parked motor vehicles and attaches a warning notice, issues a citation or impounds the vehicle.

Report any irregular or hazardous circumstances to the police station by radio.

Explain parking regulations and provides information to the public; makes and keeps records and reports of actions taken in the line of duty; testifies in court.

May direct traffic, places signs, barricades and other equipment used in sobriety checkpoints.

File parking tickets; fuels vehicles used by the traffic division; performs other duties as required.

Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.

Perform other duties related to this position.

MINIMUM QUALIFICATIONS

Knowledge of:

Method, practices, and procedures associated with parking control and enforcement.

Local and state laws pertaining to parking of vehicles, towing and abatement procedures.

Public contact protocol.

Procedures and precautions related to safe operation of vehicles and familiarity with California driving laws.

Ability to:

Learn traffic laws and ordinances.

Learn to operate a compact motorized vehicle.

Analyze situations and take effective courses of action.

Work holidays, weekends and split shifts.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

Work with various cultural and ethnic groups in a tactful and effective manner.

Experience and Training

Any combination of education and/or experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

One year of work experience in a field with extensive public contact.

Training:

Equivalent the completion of the twelfth grade.

License or Certificate

Possession of a valid California Driver's License.

Possession of a valid Cardiopulmonary Resuscitation (CPR) and First Aide certificate highly desirable or must be obtained within the first six months of hire.

PHYSICAL DEMANDS

On a continuous basis walk and stand for varying period of time; sit in a vehicle while patrolling parking areas for long period of time; intermittingly bend, crouch and stoop; extend both arms to mark tires with a chalk stick weighing up to 5 pounds; use hands and fingers to grasp and hold various types equipment including a handheld keyboard and in operating the three wheel patrol vehicle; make repetitive hand and body motions; twist and reach below and above shoulder; lift and maneuver equipment which may weigh up to 75 lbs. Communicate over a radio, or telephone; hear communications via radio, telephone or in person; respond to inquiries; use a computer keyboard. See in the normal vision range with or without correction; hear in the normal range with or without correction.

WORKING ENVIRONMENT

Work is performed primarily outdoors with exposure to a variety of weather conditions including wind, rain, sun, heat, cold, dust, etc. Frequent exposure to traffic noise and heavy traffic situations.

5/04