



PARKING ENFORCEMENT OFFICER

Class specifications are intended to present a description of the range of duties performed by the classification. Specifications are not intended to reflect all duties performed. Classifications will perform other related duties as assigned.

Definition:

Under supervision, this position is responsible to patrol designated routes or areas within the City to enforce appropriate codes, laws, and regulations pertaining to public parking on City owned streets.

Classification Characteristics:

The Parking Enforcement Officer is a full journey level class that works independently with general supervision. This position is expected to use good judgment and to foster positive relations with the community.

Essential Functions:

- Drive an assigned route behind street-sweeping equipment and cite vehicles parked in violation of posted street sweeping, other parking signs, and restricted zones.
- Legibly write citations and warnings to violators; competently use a handheld citation device.
- Maintain various logs and records relating to parking enforcement operations.
- Testify in court and administrative proceedings regarding parking violations.
- Respond in a professional manner, to citizen inquiries and complaints; follow up with assigned supervisor.
- Report to the proper department, vandalism or hazardous conditions observed while in the field.
- Input and retrieve a variety of information using a computer and related software.
- Safely operate a City vehicle and ensure equipment is in proper working order.

Qualifications:

Knowledge of:

- Safe driving principles and practices.
- Applicable laws and regulatory codes relevant to assigned area of responsibility.
- Principles of record keeping and reporting.
- Modern office procedures, methods, and computer equipment.

Ability to:

- Learn the streets and geography of the City.
- Understand, interpret, and explain parking regulations.
- Work independently and effectively in the enforcement of parking codes, laws, and regulations.
- Use good judgment and make sound decisions in accordance with established procedures and policies.
- Interpret and apply pertinent Federal, State, and local laws, codes, rules, and regulations.

- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain cooperative working relationships with those contacted in the course of work, including City staff and the public.
- Maintain physical condition, audio-visual discrimination and perception, and mental capacity appropriate to the working conditions and the performance of assigned duties and responsibilities.

Experience and Training: *Any combination of 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 experience involving public contact.

Training:

Equivalent to completion of the twelfth grade.

License or Certificate:

Possession of a California Class C Driver's License with an acceptable driving record.

Working Conditions:

Work primarily in a field environment with exposure to inclement weather. Occasional work in an office environment for processing of paperwork. Frequent standing and sitting for extended periods; walk on even and uneven surfaces, climb, squat, twist, bend, reach, grasp. Lift and carry objects weighing up to 25 pounds. Near and far vision required for performing enforcement duties. Drive motorized vehicles and work around moving traffic.