

City of San Rafael
Job Class Specification

Job Title: Supervising Parking Enforcement Officer

CLASS DESCRIPTION

Supervise and participate in the patrol of an assigned area such as public parking lot or section of city to enforce parking laws; issue tickets to overtime parking violators; and to collect coins from parking meters.

DISTINGUISHING CHARACTERISTICS

This is a single incumbent class. This is a first level-working supervisor within the Parking Enforcement Officer series. Employees within this class are distinguished from the Parking Enforcement Officer by the addition of a full range of supervisory duties including planning and assigning work, quality assurance, and performance appraisal of the Parking Enforcement Officers.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Analyzes, distributes and monitors the workflow.
- Coordinates the work with the assistance of the Parking Services Manager.
- Issues parking citations using hand-held computers.
- Enforces parking laws.
- Collects coins deposited in meters.
- Prepares monthly statistical reports on activities.
- Reports missing traffic signals or signs, or broken parking meters.
- Chalks tires of vehicles parked in non-metered spaces, records time, and returns at specified intervals to ticket vehicles remaining in spaces illegally.
- Marks and arranges for towing of illegally parked vehicles or impounding of vehicles for outstanding tickets.
- Receives and records complaints from citizens regarding illegally parked.
- Enters data into computer about illegally parked vehicles.
- Minor repair and maintenance of parking meters.
- Performs related duties as required.
- Knowledge of:
 - Principles of supervision
 - Interpersonal skills
 - Oral and written communications
 - Correct written and spoken English
 - Municipal parking regulations and vehicle code
 - Police department procedures and forms
 - Hand held computers
 - Operation of PC computers and related software
 - Simple statistical report writing
 - Vehicle towing procedures

ABILITY TO:

- Plan, organize, and supervise the work of others
- Explain and enforce parking regulations
- Operate a personal computer and related software
- Prepare and maintain records and files
- Compile data and prepare simple reports and performance evaluations

- Establish and maintain effective relationships with others
- Operate a variety of modern office and Police equipment.
- Operate a three-wheel scooter
- Push or pull a 100-pound meter collection canister
- Work night and weekend shifts

LANGUAGE SKILLS

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one situations.

MATHEMATICAL SKILLS

Ability to add and subtract two digit numbers and to multiply and divide with 10's and 100's. Ability to perform these operations using units of American money and weight measurement, volume, and distance.

REASONING ABILITY

Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

EDUCATION AND/OR EXPERIENCE

High school diploma or general education degree (GED); three years of related experience and/or training; or equivalent combination of education and experience. Some supervisory training and/or experience preferred.

CERTIFICATES, LICENSES, REGISTRATIONS

Valid driver's license.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee is occasionally required to sit. The employee must regularly lift and/or move up to 25 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly exposed to outdoors weather conditions and regularly works in evenings or weekends. The employee occasionally works in inside environmental conditions. The noise level in the work environment is usually loud.

Hazards:

Hazards are moderate, fairly predictable and protected against.

Department:	Management Services
FLSA Status:	Nonexempt
Prepared By:	City of San Rafael
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