

**City of San Rafael
Job Class Specification**

Job Title: Parking Enforcement Officer

Summary

Patrols assigned area such as public parking lot or section of city to issue tickets to overtime parking violators. Collects coins from parking meters. Enforces parking laws and abandoned vehicle abatement program.

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

- Issues parking citations using hand-held computers.
- Enforces parking laws.
- Collects coins deposited in meters.
- Enforces abandoned vehicle abatement program.
- 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 abandoned or illegally parked vehicles or impounding of vehicles for outstanding tickets.
- Receives and records complaints from citizens regarding illegally parked and abandoned vehicles.
- Enters data into computer about abandoned and illegally parked vehicles.
- Minor repair and maintenance of parking meters.
- Performs related duties as required.

KNOWLEDGE OF:

- 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:

- Explain and enforce parking regulations.
- Operate a personal computer and related software.
- Prepare and maintain records and files.
- Compile data and prepare simple reports.
- 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); or one to three months related experience and/or training; or equivalent combination of education and experience.

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:	Police
FLSA Status:	Nonexempt
Prepared By:	Nash & Co
Prepared Date:	March 2000
Approved By:	City of San Rafael
Approved Date:	November 2000