



Parking Enforcement Officer

Summary

Patrol assigned areas to enforce appropriate codes, laws, ordinances, and regulations pertaining to on-street and public parking.

Class Characteristics

General supervision is provided by a Police Sergeant or designee; indirect supervision may be provided by the Senior Parking Enforcement Officer.

This is a working level parking enforcement classification. Incumbents patrol assigned areas of the city to ensure that automobiles are in compliance with parking laws and ordinances. This class is distinguished from the Senior Parking Enforcement Officer in that the latter class provides lead direction to incumbents of this class.

Essential Duties, Skills, and Demands of the Position

The duties, skills, and 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 a disability to perform the essential duties, skills, and demands.

Duties:

Patrol assigned areas and identify and issue citations to vehicles in violation of appropriate codes, laws, ordinances, and regulations pertaining to on-street and public parking.

Monitor and report parking signs and marking problems to appropriate repair staff.

Respond to public complaints of abandoned vehicles; tag vehicles after investigating vehicle status; arrange for the towing of vehicles if not removed within the specified time frame.

Testify in court cases related to parking violations and citations as required.

Perform traffic control for traffic accidents or other special assignments.

Assist sworn officers in the location of stolen vehicles, suspects, and missing persons.

Maintain records related to work performed.

Must be willing to work Saturday and out of doors in all weather conditions. Must be physically able to operate a three-wheeled, motorized vehicle.

Perform related duties as assigned.

Skills/Abilities:

Read, interpret, and apply parking codes and ordinances.

Preparing and maintaining organized and accurate records.

Use sound independent judgment within established guidelines.

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Deal tactfully and effectively with those encountered in the course of the work, including hostile and irate citizens.

Operate office equipment including computers and applicable software applications.

Communicate clearly and concisely, both orally and in writing.

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

Physical Demands and Work Environment:

While performing the duties of this job, the employee is regularly required to sit, stand, walk, use hands to finger, handle, or feel, and talk or hear. The employee frequently is required to reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell. The employee must frequently lift and/or move weight up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. While performing the duties of this job, the employee is frequently exposed to outside weather conditions. The employee is occasionally exposed to fumes or airborne particles. The employee occasionally works without use of a vehicle. The noise level in the work environment is usually moderate.

Qualifications

Knowledge of:

Safe work methods and safety regulations pertaining to the work, including driving habits.

Basic English language usage and legible handwriting.

Basic record-keeping principles and practices.

Basic office procedures, methods, and equipment including computers and applicable software applications.

Education and Experience

Any combination equivalent to the education and experience likely to provide the required knowledge and abilities would be qualifying. A typical way to gain such knowledge and abilities would be:

Education:

Equivalent to graduation from high school.

Experience:

One year of experience, including experience working with the public.

Certifications/Licenses:

Possession of a valid California Class C driver's license.

Revised: 12/03/07; 12/20/21

Resolution #: 2007-200 N.C.S.; 2021 – 201 N.C.S.

Established: 03/90 - Resolution #: 90-147 N.C.S.

Department: Administrative Services

FLSA Status: Non-exempt