

PARKING ENFORCEMENT OFFICER

DEFINITION

Under general supervision, patrols assigned areas to enforce appropriate codes, laws, ordinances and regulations pertaining to on-street and public parking; provides support during routine and emergency situations, and performs related duties as assigned.

CLASS CHARACTERISTICS

This is a non-sworn, civilian position within the Police Department. Incumbents patrol assigned areas of the city to ensure that automobiles are in compliance with parking laws and ordinances. Receives general supervision from Support Services Manager as well as sworn police staff.

EXAMPLES OF 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.
- Identify and tag abandoned vehicles on public property; enforce vehicle abatement program on private property, and tow vehicles when necessary.
- Provide support to police personnel during routine and emergency situations.
- Monitor and report parking signing and marking problems to appropriate department.
- Respond to public complaints of abandoned vehicles.
- Testify in court cases related to parking violations and citations as required.
- Assist sworn officers in the location of stolen vehicles.
- Maintain records related to work performed.
- Perform other related duties, as required.

TYPICAL QUALIFICATIONS

Knowledge of:

- Applicable codes, laws, and regulations (City ordinances, vehicle code and penal code).
- Safe work methods and safety regulations pertaining to the work.
- Correct English usage, including spelling, grammar, and punctuation.
- Basic mathematics.
- Policies and procedures related to the department to which assigned.
- Basic recording keeping principles and practices.
- Modern office methods, practices, and equipment.

Ability to:

- Respond quickly and effectively in difficult situations.
- Deal with the public in a courteous and professional manner.
- Communicate clearly, both orally and in writing.
- Prepare and maintain organized and accurate records, clear and concise reports, correspondence and other written materials.
- Exercise sound independent judgment within general procedural guidelines.

- Establish and maintain effective working relationships with those contacted in the course of work.
- Understand and carrying out oral and written directions.
- Learn to read, interpret, and apply parking codes and ordinances.
- Perform routine mathematical calculations with speed and accuracy.
- Operate standard office equipment, including a word processor, personal or on-line computer, and centralized telephone equipment.
- Work under stress and adapt quickly to a variety of personalities and situations.
- Learn the location of major streets, public places and landmarks within the City limits.
- Project a calm and reasoning demeanor while dealing with irate or emotionally distraught individuals.

### Training and Experience

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

Training: Equivalent to graduation from high school or possession of a GED is required, and additional coursework in criminal justice is desirable.

Experience: One year of experience in a public safety setting requiring substantial public contact skills.

### Licenses and Certificates

Must possess and maintain a valid California driver's license issued by the State Department of Motor Vehicles during the course of employment.

### Working Conditions and Physical Demands

While performing the duties of this job, incumbents are 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; stoop, kneel and crouch. The employee must frequently lift and/or move weight up to 20 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. Incumbents must demonstrate emotional stability and an even temperament. Some of these requirements may be accommodated for otherwise qualified individuals who require and request such accommodation. Incumbents must be able to operate the parking enforcement vehicle in a variety of traffic conditions.