

PARKING ENFORCEMENT OFFICER

General Purpose

Performs a variety of routine duties in the interpretation and enforcement of adopted parking codes and related rules and regulations.

Supervision Received

Works under the general guidance and direction of the Records Manager.

Supervision Exercised - None.

Essential Duties and Responsibilities

Determines violations of parking ordinances and issues appropriate citations.

Provides information to persons who request information or assistance in parking code enforcement related matters.

Collects coins from meters and delivers them to Finance.

Maintains daily activity log.

Repairs defective meters using small hand tools.

Enforces other Municipal Codes as directed.

Conducts parking studies and prepares reports as required.

Appears in court to give testimony relative to citations issued.

Participates in vehicle abatement program as directed.

Trains new employees as directed.

Peripheral Duties

May serve as a member of various employee committees.

Desired Minimum Qualifications

Education and Experience:

(A) Graduation from a high school or GED equivalent.

Necessary Knowledge, Skills and Abilities:

(A) Some knowledge of code enforcement principles, practices and methods as applicable to a municipal setting; working knowledge of applicable laws, standards and regulations relating to parking issues.

(B) Ability to comprehend and articulate facts and relationships in detail and to summarize and write clearly, concisely and legibly, and to testify in court in an objective, concise, and professional manner; Ability to communicate effectively orally and in writing; Ability to establish and maintain effective working relationships with citizens, employees, supervisors and the general public; Ability to follow verbal and written instructions; Ability to handle stressful situations and effectively deal with difficult or angry people.

Special Requirements - None.

Tools and Equipment Used

Telephone; mobile or portable radio, small hand tools.

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.

Work is performed mostly in field settings. Considerable outdoor work is required in the observation of parking violations. Hand-eye coordination is necessary to operate various pieces of office equipment and use small hand tools.

While performing the duties of this job, the employee is frequently required to stand; walk; talk or hear; use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to sit.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the 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 frequently works in outside weather conditions. The employee is occasionally exposed to fumes or airborne particles. The noise level in the work environment is usually moderate to loud.

Selection Guidelines

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Effective Date: 7/96

Revision History: