



<b>Job Title</b>	<b>Parking Enforcement Officer</b>	<b>FLSA Status</b>	<b>Non-Exempt</b>
<b>Band</b>	<b>GNL</b>	<b>Probationary Period</b>	<b>12 Months</b>
<b>Zone</b>	<b>5</b>	<b>Job Code</b>	<b>14420</b>

**Class Specification – Parking Enforcement Officer**

<b>Summary Statement:</b>	
The purpose of this position is to perform a wide variety of duties and activities to enforce the City's parking ordinances including issuing citations; investigating and initiating impoundment of vehicles in the City's lots; responding to citizen complaints of abandoned vehicles; providing assistance to the Police Department at accident scenes and special events; and serving legal forms to traffic offenders and applying the "boot" to the vehicles of habitual parking ordinance offenders.	
<b>Essential Functions</b>	Note: Regular and predictable attendance in the performance of this job is an essential function.
<b>Time %</b> (All below must add to 100%)	Note: Time spent on each essential function will vary based on operational needs and is only intended to be an approximation over the course of a full year.
80%	Enforces the City's parking ordinances by issuing citations to offenders; monitoring driveways, fire hydrant areas, crosswalks, school zones, and other areas to ensure parking ordinance compliance; maintaining effective working relationships with merchants and residence of assigned patrol areas, answering questions, interpreting and explaining city policies. Testifies in court as required; and maintains assigned vehicle and specialized equipment.
10%	Responds to abandoned vehicle complaints; obtains vehicle listings using computer system; makes detailed inventory of the vehicle damages and contents; and provides towing company with pertinent information.
5%	Locates habitual traffic parking offenders, which may include using fingerprinting identification techniques; and serves offenders with the appropriate legal forms.
5%	Installs mechanical "boot" device to immobilize offender's vehicle; and completes related documentation and verifies through Municipal Court.



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**Competencies Required:**

**Human Collaboration Skills:** Decisions regarding interpretation of policies may be made. Contact may involve support of controversial positions or the negotiation of sensitive issues or important presentations. Contacts may involve stressful, negative interactions with the public requiring high levels of tact and the ability to respond to aggressive interpersonal interactions.

**Reading:** Basic - Ability to recognize meaning of common two- or three-syllable words. Ordinarily, such education is obtained in elementary school up to high school. However, it may be obtained from experience and self-study.

**Math:** Basic - Ability to perform the four basic arithmetic operations. Ordinarily, such education is obtained in elementary school up to high school. However, it may be obtained from experience and self-study.

**Writing:** Basic - Ability to write simple sentences containing subject, verb, and object, and/or series of numbers, names, and addresses. Ordinarily, such education is obtained in elementary school up to high school. However, it may be obtained from experience and self-study.

**Technical Skills Required:**

**Standardized Skill Requirements:** Work requires the use of standard technical skills appropriate to the work environment of the organization.

**Relevant Background and Formal Education:** Demonstrated skills, competencies, and knowledge required for this job are most often acquired through the following practical experience and level of academic education and training as suggested below.

**Education:** Equivalent to the completion of the twelfth grade (high school diploma or GED).

**Experience:** No experience required.

**Certifications and Licenses:** Must possess or be able to acquire the following certifications and/or licenses.

Certifications required in accordance with standards established by departmental policy.

**Supervision Exercised:**

Requires the occasional direction of volunteers, helpers, assistants, seasonal employees, interns, or temporary employees.

**Supervision Received:**

**Receives Direction:** The employee normally performs the duty assignment after receiving general instructions as to methods, procedures, and desired end results. There is some opportunity for discretion when making selections among a few, easily identifiable choices. The assignment is usually reviewed upon completion.



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**Fiscal Responsibility:**

The job title prepares accounting, budget, employment actions, and purchasing documents; and does research to justify language used in documents for a unit or division of a department. May recommend budget allocations.

**Physical Demands:**

Exerting up to 20 pounds occasionally, 10 pounds frequently, or negligible amounts constantly walking or standing to a significant degree.

<b>Environmental Conditions:</b>	<b>Frequency</b>
Primary Work Environment	Vehicle with some outside
Extreme Temperature	Daily
Wetness and Humidity	Several times per month
Respiratory Hazards	Daily
Noise and Vibrations	Daily
Physical Hazards	Daily
Mechanical and/or Electrical Hazards	Never
Exposure to Communicable Diseases	Never

**Machines, Tools, Equipment, and Work Aids:** Telephone, copier, vehicle, citation pad, police radio, flashlight, computer, and printer.

**Specialized Computer Equipment and Software:** Microsoft Office and Auto-Cite.

*The description above is intended to represent only the key areas of responsibilities; specific job assignments, duties, and environmental conditions will vary depending on the business need of the department and the particular assignment.*

Original date: July 2014