PARKING CONTROL OFFICER

Definition:

Under general supervision patrols designated areas on foot or in a vehicle, enforces parking regulations, issues citations for violations, takes minor traffic accident reports and performs related work as required.

Essential Duties and Responsibilities:

The responsibilities and essential duties performed on a frequent and recurring basis by an incumbent include the following:

Patrols an assigned area on foot and/or in a vehicle to enforce parking regulations.

Issues citations for parking violations to include double parking and illegal parking in red zones, bus zones, loading zones and other restricted parking areas.

Marks tires in limited parking areas and issues citations for overtime parking.

Accompanies City street sweeper and issues citations for vehicles parked in violation of posted sweeping days/times.

Locates, marks and arranges for storage of abandoned vehicles, illegally parked vehicles and other vehicles as appropriate.

Takes reports of minor traffic accidents.

Provides a variety of City information to the public including directions and building locations.

Operates a personal computer and keyboard and/or a vehicle-mounted computer or hand-held ticketing device to code, tabulate and prepare parking citation reports.

Operates hand-held radio equipment.

Reports missing signs and peeling paint in parking zones

Staffs a public counter in the Traffic Division as needed and performs clerical duties as assigned.

Operates a vehicle on City business.

Other Duties and Responsibilities:

Performs other projects/tasks as assigned.

Class Characteristics:

Parking Control Officer is a non-sworn, multi-incumbent class in the Police Department with duties specifically related to enforcing City parking regulations.

Contacts and Relationships:

A Parking Control Officer establishes and maintains contact with other Police Department staff and has contact with the public.

Qualification Guidelines:

The knowledge and abilities which are required to perform the duties and responsibilities of this class are as follows:

Knowledge of:

English usage and grammar.

Computer applications as they relate to areas assigned.

Customer service techniques.

AND

Ability to:

Communicate effectively orally and in writing.

Understand and carry out oral and written instructions.

Operate a computer and learn to use applicable software.

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

Meet the public with courtesy and tact.

Record, assemble and transfer data from one source to another.

Read and write at the level required for successful job performance.

Learn rules, regulations and codes applicable to the area assigned.

A typical way to obtain the knowledge and abilities is as follows:

Education: Graduation from high school.

AND

Experience: One year of responsible public contact experience.

Special Requirements:

Valid and appropriate California Drivers License and acceptable driving record at time of appointment and throughout employment in this position.

Must be able to successfully pass a Police Department pre-employment screening process.

Must be able to work a flexible schedule to include emergency call in, overtime, call-back, shift work, nights, holidays and weekends to accommodate City needs.

Physical Tasks and Working Conditions Include the Following:

Work is performed in an office environment, outdoors and in a parking enforcement or other vehicle.   When work is performed outdoors, there will be exposure to the elements. An incumbent walks for substantial periods of time and may walk on slippery/uneven surfaces, sit for periods of time and use a computer keyboard and screen. An incumbent stands and may crouch, twist, reach bend and grasp and be exposed to grease/oil, fumes, dust and vehicular traffic. An incumbent must be able to meet the physical requirements of the class and have mobility, vision, hearing and dexterity levels appropriate to the duties to be performed.

Fair Labor Standards Act Designation: Non-exempt.

Revised October 2002
Revised February 1985