

PARKING ENFORCEMENT OFFICER

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

JOB OBJECTIVES

Under general supervision, to perform a variety of duties involved in the enforcement of City parking ordinances; to interpret and provide information regarding parking rules and regulations to citizens and to perform a variety of duties relative to assigned areas of responsibility.

ESSENTIAL FUNCTION STATEMENTS

The following tasks are typical for positions in this classification. Any single position may not perform all of these tasks and/or may perform similar related tasks not listed here:

Independently and safely patrol City streets in the enforcement of the City's parking regulations; issue non-moving traffic citations for violations observed including overtime parking and illegal parking; authorizes vehicle towing; serve as a visual deterrent to parking violations.

Provide information to violators, the general public, business community, and other government agencies regarding codes, laws and ordinances; respond to questions, complaints and inquiries.

Report hazardous and/or abandoned vehicles, expired registrations and needed street and sign repairs; report traffic accidents and other occurrences to appropriate Department staff.

Observe parking situations and make recommendations for needed changes and improvements.

Maintain daily supplies for patrolling assigned area; inspect assigned vehicle for needed maintenance.

Maintain a variety of accurate records related to citations and vehicle impounds; prepare related daily and monthly reports.

Input data on a portable technology system while out in the field, download and transfer daily records using a computer terminal; access and retrieve information as needed.

Testify in court regarding citations issued.

AUXILIARY FUNCTION STATEMENTS

Follow all safety rules and procedures established for work area.

Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

City of Camas Municipal Codes and the RCWs of Washington State regarding parking and other related ordinances.

Operations, services and activities of a public parking program.

Principles and techniques of customer service and public relations.

Occupational hazards and standard safety practices.

Operational characteristics of parking enforcement equipment and tools.

Safe and efficient work practices as they relate to parking enforcement.

Modern office equipment including computers.

English usage, spelling, grammar and punctuation.

Ability to:

Learn geography of assigned enforcement area.

Interpret, explain and enforce department parking policies and procedures.

Testify in court concerning citations and violations.

Enforce parking and traffic regulations in a firm but tactful manner in sometimes volatile situations.

Demonstrate the ability to focus on many different activities at one time (i.e. pedestrians, traffic, parking problems/violations).

Work independent in the absence of supervision.

Learn, understand and follow oral and written instructions.

Perform general clerical tasks.

Perform essential functions in a safe manner.

Work in unfavorable weather conditions.

Use a handheld technology device, computer and appropriate software.

Participate in and pass job related training identified for the position.

Respond to inquiries from the public.

Communicate clearly and concisely, both orally and in writing.

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

Be able to pass background checks as needed for position.

Education and Experience Guidelines

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education:

Equivalent to completion of the twelfth grade.

Experience:

One year general work experience involving law enforcement and public contact is desirable.

License or Certificate

Possession of a valid driver's license.

PHYSICAL DEMANDS AND WORKING CONDITIONS

The physical demands herein 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 these essential job functions.

Environment: Indoor and outdoor environment; significant public contact; subject to adverse weather conditions; exposed to communicable diseases, hazardous materials and physical or verbal abuse from hostile citizens.

Mobility: Incumbents require sufficient mobility to walk, stand, sit for extended periods of time; moderate or light lifting and operate a motorized vehicle.

Vision: Vision sufficient to read computer screens and other printed documents and street signs; sufficient to operate assigned vehicle and equipment.

Other Factors: Incumbents may be required to work extended hours including evenings and weekends. Incumbents may be required to travel outside City boundaries to attend meetings/trainings. Incumbents may be required to provide expensive public relations contact under potentially stressful situations.

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		Parking Enforcement Officer	3944	4074	4204	4334	4464	4594