



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

Class Specification – Parking Enforcement Officer

Summary Statement:	
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.	
Essential Functions	Note: Regular and predictable attendance in the performance of this job is an essential function.
Time % (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.

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



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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.

Education and Experience Equivalency

One (1) year of the appropriate type and level of experience may be substituted for each required year of post-high school education.

Additional appropriate education may be substituted for the minimum experience requirements.

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



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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.

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.

Environmental Conditions:	Frequency
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