

PARKING ENFORCEMENT OFFICER

\$20.6904 - \$26.4067 Hourly

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.

DESCRIPTION

The Parking Enforcement Officer (PEO) performs a variety of law enforcement support positions with the majority of responsibilities involving enforcement of parking regulations in an assigned area while driving a parking enforcement scooter or car, riding a bicycle, or on foot. Duties include reporting defective street signs, pavement markings and parking meters; giving information to the public concerning city geography, location of buildings, public transit stations and stops, and city functions and offices. The PEO will use a computer to make entries; update and make corrections to information; keep a variety of detailed logs and files; and use a variety of law enforcement communication equipment. In addition to issuing warnings and citations, the PEO may testify in court regarding citations issued and other events. These duties will be performed under general supervision and when assigned, working with other staff. The majority of the workday will be spent in the field (i.e., outside) in various weather conditions. A typical shift may be 4 to 10 hours a day scheduled between the hours of 6:00 a.m. – 6:00 p.m., Monday – Saturday. The PEO is a physically demanding position as stooping, lifting, and kneeling and reaching overhead and forward is required daily.

ESSENTIAL DUTIES

- Proactively seek out and issue citations for violations of the California Vehicle Code, Hercules Municipal Code, and other codes
- Conduct vehicle inventories and complete towed vehicle reports
- Front counter reception and customer service
- Collection, handling and security of property and evidence
- Writing non-investigative police reports
- Radar trailer placements
- Abandoned vehicle response and resolution
- Towing of vehicles
- Installation of child safety seats
- Transporting and preparing patrol vehicles for service
- Traffic control
- Other general support activities that do not require performance by a sworn officer

Additional Duties

In addition to the duties listed in the Essential Duties section, the PEO may perform the following duties:

- Set-up and remove barricades and temporary signs
- Perform field checks as necessary
- Conduct security checks of parking facilities
- Handle money
- Train new or temporary staff in the technical aspects of the PEO position
- Perform related duties as assigned.

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PHYSICAL DEMANDS AND REQUIREMENTS: *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.*

- The ability to speak and hear.
- The ability to smell and taste due to potential contact with pesticides and fumes that the employee will need to distinguish for their own safety and the safety of others. Both smell and taste senses detect unusual occurrences such as a chemical cloud that cannot be seen.
- The ability to stand, walk and reach with hands and arms; and regularly use hands to touch, handle, or feel.
- Repetitive hand and arm movement is required to produce citations, place completed citations on the windshields of parked vehicles, mark tires, and direct traffic.
- Hand and foot coordination to operate a three or four-wheel parking enforcement vehicle with manual or automatic transmission.
- Strength, flexibility, and coordination to repeatedly climb in and out of a parking enforcement vehicle and to use a chalk stick to mark parked cars while driving the parking enforcement vehicle or walking.
- The ability to stoop, kneel, crouch, or crawl.
- The ability to occasionally lift or move up to 40 pounds.
- The ability to work safely and use safe lifting and partnering techniques.
- The ability to perform outdoors in various weather conditions, including heat, cold, rain, air pollution, and other inclement weather. Willingness to work evening, weekend and certain holiday shifts.

QUALIFICATIONS

Ability to:

- Learn, understand, interpret and enforce appropriate City and State parking and vehicle codes, laws and regulations;
- Identify and report parking and traffic problems encountered in the course of work;
- Read, write and understand English at a 8th grade level due to the various assignments and use of tools and equipment to complete various assignments;
- Learn the technical aspects of the job;
- Maintain routine records and logs;
- Effectively communicate orally using good listening skills and in writing;
- Work independently, without immediate supervision,
- Effectively multi-task;
- Ability to maintain confidentiality of police matters and records
- Ability to communicate professionally when confronted by irate or verbally abusive members of the public

Experience and Education:

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

- Completion of the twelfth grade or possession of a General Education Diploma (GED) and one year of experience involving public contact and making independent decisions.

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- Knowledge of modern office equipment, procedures and practices; ability to do light typing and to learn and operate a computer terminal, radio, cell phone and other communication and office equipment;
- Ability to work effectively under pressure and manage conflict.

License or Certificate:

- Possession of an appropriate, valid California drivers' license.
- Possession of, or ability to obtain within 90 days, an American Red Cross first aid certificate including CPR training (must be obtained within six months of employment in the position).

GENERAL REQUIREMENTS

- Valid CA Driver's License and American Red Cross first aid certificate with CPR training
- GED or high school completion
- Successful completion of background check and physical examination

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

- The employee is occasionally exposed to wet, cold, hot and/or humid conditions and to outside weather conditions.
- The employee is occasionally exposed to uneven ground and footing.
- The employee is occasionally exposed to accident and injury hazards and disagreeable elements.

Working Safely and following safety rules is expected as a function of duties.

Note: Accommodations may be made for some of the essential functions / requirements listed for qualified individuals who require and request such accommodation, due to a qualified disability.

Employees Signature

Date

Supervisor's signature

Date

Printed name of employee: _____

Printed name of supervisor: _____