CITY OF OCEANSIDE

REVISED: JULY 2012
JOB CODE: MAINT07, MAINT09
UNIT: OCEA

PARKING ENFORCEMENT OFFICER I
PARKING ENFORCEMENT OFFICER II

*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.*

DEFINITION

Under supervision (Parking Enforcement Officer I) or general supervision (Parking Enforcement Officer II), to perform a variety of duties involved in the enforcement of City parking ordinances; to interpret and explain parking rules and regulations; to patrol assigned areas in a motor vehicle or on foot; and to perform related duties as assigned.

CLASS CHARACTERISTICS

Parking Enforcement Officer I – This is the entry-level class within the Parking Enforcement Officer series. This class is distinguished from the Parking Enforcement Officer II by the performance of the more routine tasks and duties assigned to positions within the series. Since this class is typically used as a training class, employees may have only limited or no directly related work experience. Advancement is not based on time in grade but solely at the discretion of the Public Works Director and the organizational needs of the department.

Parking Enforcement Officer II – This is the full journey level class within the Parking Enforcement Officer series. Employees within this class are distinguished from the Parking Enforcement Officer I by the performance of the full range of duties as assigned including the more complex projects. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit. Parking Enforcement officer II's may assist in the coordinating and training of Parking Enforcement Officer I's. This class is distinguished from the Senior Parking Enforcement Officer in that the latter has direct supervision over lower level staff.

EXAMPLES OF DUTIES - *Examples of duties performed by employees in this class may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.*

Issues citations for parking meter and permit parking violations, parking in restricted time zones, handicapped parking violations and vehicles parked in an unsafe manner, such as blocking driveways, fire lanes or double-parking; marks vehicles parked in time zones; cites vehicles exceeding time limits; collects money from meters; performs maintenance on and makes minor repairs to parking meters, pay parking machines, and change machines and reports inoperative and broken meters and equipment; responds to citizen complaints concerning abandoned or public nuisance vehicles; locates abandoned vehicles and identifies registered and legal owners; contacts owners in-person or by phone to notify them of violation and explains rules and procedures; arranges for towing of vehicles; maintains a log of activities and case files; interprets and explains parking rules and regulations; prepares brief reports of incidents; makes court appearances; follows street sweeper and issues citations; performs minor tree trimming duties; answers telephones; maintains effective public relations with merchants and the general public; provides directions and information to the public.

MINIMUM QUALIFICATIONS

PARKING ENFORCEMENT OFFICER I

Knowledge of:

- Operational characteristics of parking enforcement equipment and tools.
- Principles and techniques of customer service and public relations.
- Occupational hazards and standard safety practices.

Ability to:

- Respond to requests and inquiries from the general public.
- Maintain courtesy and tact in stressful or emergency situations.
- Learn standard operational procedures and traffic codes.
- Learn to use and operate motorized vehicles and equipment relative to parking enforcement.
- Learn to service and repair meters, pay parking machines and change machines.
- Learn to interpret, explain and enforce parking regulations, laws and ordinances.
- Learn City geography and landmark locations.
- Learn pertinent local laws, codes and regulations.
- Learn to conduct complex investigations and researches.
- Prepare clear and concise reports.
- Maintain accurate records and files.
- Work independently in the absence of supervision.
- Understand and follow oral and written instructions.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

Experience and Training Qualifications

Experience: Some parking enforcement experience is desirable.

Training: Equivalent to the completion of the twelfth grade.

License or Certificate: Possession of an appropriate, valid driver's license.

PARKING ENFORCEMENT OFFICER II

In addition to the qualifications for Parking Enforcement Officer I:

Knowledge of:

- Standard operational procedures and traffic codes.
- City geography and landmark locations.
- Pertinent local laws, codes and regulations.

Ability to:

- Train and instruct lower level staff.
- Interpret, explain and enforce parking regulations, laws and ordinances.
- Use and operate motorized vehicles and equipment relative to parking enforcement.
- Testify in court concerning citations and violations.
- Conduct complex investigations and researches.

Experience and Training Qualifications

Experience: Two years of parking enforcement experience.

Training: Equivalent to the completion of the twelfth grade.

License or Certificate: Possession of an appropriate, valid driver's license.

WORKING CONDITIONS

Environmental Conditions: Field environment; travel from site to site; exposure to noise, dust, smoke, fumes, gases and inclement weather; extensive public contact.

Physical Conditions: Essential functions may require maintaining physical condition necessary for sitting, walking, and standing for prolonged periods of time; bending and stooping; speaking and hearing to exchange information; moderate to heavy lifting and carrying up to 75 pounds; repeatedly entering and exiting a vehicle over a prolonged period; operating motorized vehicles.