Bargaining Unit: FLSA:

04

Position Number:

Covered 6150

PARKING ENFORCEMENT OFFICER I

DEFINITION

Under general supervision, to learn City parking enforcement regulations and procedures; to patrol the City and issue citations; to maintain records; and to do related work as required. An incumbent must have good customer/citizen contact skills and be helpful, not just issue citations.

DISTINGUISHING CHARACTERISTICS

This is the entry and first working level in the Parking Enforcement Officer class series. Incumbents learn City parking enforcement regulations and procedures and patrol the City, enforcing parking regulations and issuing citations. When an incumbent becomes sufficiently familiar with the Police Department and parking regulations and demonstrates good sustained work performance, they may be promoted to the Parking Enforcement Officer II.

REPORTS TO

Police Sergeant

CLASSIFICATIONS SUPERVISED

This is not a supervisory class.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES (The following is used as a partial description and is not restrictive as to duties required.)

Learns to patrol the City in a three-wheeled or other assigned vehicle; marks vehicles and enforces parking regulations and issues citations as appropriate; answers questions and provides information concerning parking regulations; provides information for visitors to the area; notes and reports problems with meters; learns to upload/download computer program to hand held units; maintains activity and citation logs; learns to appear in court and present evidence for disputed citations; responds to requests for assistance with traffic control problems; keeps vehicles supplied for work shifts; performs routine maintenance on parking control vehicles; notifies other City staff of major repairs as needed. Uses great diplomacy and tact in dealing with the public.

TYPICAL PHYSICAL REQUIREMENTS

Frequently stand and walk; sit for extended periods; stoop, bend over, and kneel; sufficient manual dexterity and eye-hand coordination to work with special equipment; lift and move objects weighing up to 10 pounds; maintain corrected hearing and vision to normal range; verbal communication; use of assigned vehicle, office equipment, including computer, telephone, calculator, copiers, and FAX; operate a two-way radio.

TYPICAL WORKING CONDITIONS

Work is performed in an outdoor environment; work is performed in a variety of temperatures and weather conditions; continuous contact with other staff and the public.

DESIRABLE QUALIFICATIONS

Knowledge of:

Good public relations techniques.

Excellent customer/citizen contact skills.

Ability to:

Learn City parking enforcement methods, practices, and procedures.

Learn basic vehicle maintenance and upkeep.

Learn the general geography of the City.

Read, interpret, and enforce parking laws and regulations.

Safely operate a motor vehicle.

Learn to operate a two-way radio.

Work without direct supervision.

Learn to use a hand held computer unit.

Deal tactfully and courteously with the public and other staff.

Establish and maintain cooperative working relationships.

Training and Experience:

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

Completion of the requirements for graduation from high school and one year of responsible work experience in a position having substantial public contact.

Special Requirements:

Possession of an appropriate California Drivers' License issued by the Department of Motor Vehicles.

Reference: City of Merced Personnel Rules and Regulations, Sections 5.05 and 5.07

The contents of this class specification shall not be construed to constitute any expressed or implied warranty or guarantee, nor shall it constitute a contract of employment. The City of Merced assumes no responsibility beyond the general accuracy of the document, nor does it assume responsibility for any errors or omissions in the information contained herein. The contents of this specification may be modified or revoked without notice. Terms and conditions of employment are determined through a "meet and confer" process and are subject to the Memorandum of Understanding currently in effect.

APPROVED

Chairperson, Personnel Board

DATE: November 13, 2000