

PARKING ENFORCEMENT OFFICER II

DEFINITION

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

DISTINGUISHING CHARACTERISTICS

This is the journey level in the Parking Enforcement Officer class series. Incumbents patrol the City, enforcing parking regulations and issuing citations. This class is distinguished from Parking Enforcement Officer I by fact that many Parking Enforcement Officer I assignments are performed in a training and learning capacity.

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.)*

Patrols 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; uploads/downloads computer data to hand held units; maintains activity and citation logs; appears in court and presents 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.

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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:

City Police Department parking enforcement methods, practices, and procedures.
Basic vehicle maintenance and upkeep.
Geography of the City.
Good public relations techniques.
Operating policies, procedures, and functions of the Merced City Police Department.
Excellent customer/citizen contact skills.

Ability to:

Read, interpret, and enforce parking laws, and regulations.
Safely operate a motor vehicle.
Operate a two-way radio.
Work without direct supervision.
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 comparable to that of a Parking Enforcement Officer I with the City of Merced.

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

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APPROVED


Chairperson, Personnel Board

DATE

November 13, 2000