

CITY OF COVINA

PARKING ENFORCEMENT OFFICER

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

DEFINITION:

Under general supervision, patrols controlled parking areas; issues citations for parking violations both manually and with hand-held automated devices; responds to public questions and concerns; performs other related duties as required.

DISTINGUISHING CHARACTERISTICS:

The **Parking Enforcement Officer** is the journey level class responsible for the enforcement of City parking ordinances, and for servicing and collecting money from parking lot permit dispensers. Incumbents communicate with business representatives and the public regarding parking regulations, problems and violations. This class is distinguished from the Overnight Parking Enforcement Officer in that the latter patrols between the hours of 2:00 a.m. and 4:00 a.m. and issues citations in accordance with the City's overnight parking ordinances.

SUPERVISION RECEIVED/EXERCISED:

Receives direction from a Police Sergeant. Incumbents in this classification do not routinely exercise supervision.

ESSENTIAL FUNCTIONS: *(include but are not limited to the following)*

- Patrols off-street and on-street controlled parking areas; observes instances of over-parking by chalking vehicle tires; issues citations for violations using hand-held automated devices or manually; enters data and makes computer inquiries regarding vehicles and citations; boots, tows or impounds vehicles as required; investigates and reports suspicious or abandoned vehicles; testifies in court as required.
- Operates specialized parking enforcement vehicles; services various permit dispensers, collects money, reconciles receipts and deposits with Finance Department; ensures adherence to safe work methods, procedures and practices.
- Responds to questions and concerns from business representatives, the general public, departmental staff and other agencies; provides information as appropriate and resolves service issues and complaints.
- Establishes positive working relationships with representatives of community organizations, state/ local agencies, City management and staff, and the public.

PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS:

Position requires standing, reaching, twisting, turning, kneeling, bending, squatting, and stooping in the performance of daily activities. The position also requires both near and far vision, and acute hearing. Additionally, the position entails working outdoors in all weather conditions, including wet, hot and cold and incumbents may be exposed to fumes, dust and air contaminants. The nature of the work also requires the incumbent to work in heavy vehicle traffic conditions and often work with constant interruptions. The need to lift, push and drag equipment weighing up to 25 pounds is also required.

Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

QUALIFICATIONS: *(The following are minimal qualifications necessary for entry into the classification.)*

- **Education and/or Experience:**

- Any combination of education and experience that has provided the knowledge, skills and abilities necessary for a **Parking Enforcement Officer**. A typical way of obtaining the required qualifications is to possess one year of experience involving public contact and a high school diploma or equivalent.

License/Certificate:

Possession of, or ability to obtain, a valid Class C California drivers license

KNOWLEDGE/ABILITIES/SKILLS: *(The following are a representative sample of the KAS's necessary to perform essential duties of the position.)*

Knowledge of:

Vehicle code and municipal ordinances regarding control of parking; court proceedings; basic principles of mathematics; methods and techniques for record keeping and report preparation and writing; proper English, spelling and grammar; occupational hazards and standard safety practices.

Ability to:

Deal effectively with the public; patrol and assess the assigned area for parking violations; issue parking citations; perform mathematical calculations quickly and accurately; interpret, explain and apply applicable laws, codes and regulations; read, interpret and record data accurately; organize, prioritize and follow-up on work assignments; work independently and as part of a team; make sound decisions within established guidelines; analyze a complex issue, and develop and implement an appropriate response; follow written and oral directions; observe safety principles and work in a safe manner; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships.

- **Skill to:**

- Safely and effectively operate a variety of equipment used parking enforcement, including vehicles and hand-held citation issuing devices.

