



CITY OF POCATELLO CLASSIFICATION SPECIFICATION

Parking Enforcement Officer

Department: Police Reports to: Records Supervisor Pay Grade: H04
Date Established: 3/2014 Date Revised: 12/2017 FLSA Status: Non-Exempt

CLASSIFICATION SUMMARY

The Parking Enforcement Officer patrols City streets and residential areas in a vehicle to monitor compliance with City parking ordinances. The job enforces parking ordinances by issuing tickets and booting vehicles.

The job requires attention to detail and knowledge of City parking ordinances and a valid Idaho Driver's License. The job requires the ability to maintain a collaborative and cooperative working relationship with elected and appointed officials, other City employees, other organizations, and the general public.

The work environment is a public street environment that includes exposure to adverse weather conditions, traffic hazards, and moving vehicles. Situations may occur where the Parking Enforcement Officer may be faced with angry persons or confrontational situations. The noise level is generally moderate.

ESSENTIAL DUTIES AND RESPONSIBILITIES *(illustrative only and may vary by assignment)*

Patrols City streets to monitor compliance with City parking ordinances. Marks tires of vehicles in limited-time parking zones, returns to determine if vehicle has violated time limitation. Enforces parking ordinances by issuing tickets and booting vehicles. Enters tickets and other enforcement actions in centralized computer system. Attends court and testifies on violations, as needed. Patrols streets posted for residential only parking, enforcing compliance.

Researches record of violators, booting vehicles on determining that vehicle exceeds number of unpaid tickets in violation of City parking enforcement ordinance.

Reports traffic incidents and/or hazards and assists at the site, as needed. Reports damaged, blocked, and/or non-functioning traffic and parking signs and signals for repair.

Answers questions and provides information to the public on City parking regulations and ordinances.

Performs other duties as assigned. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this position at any time.

CLASSIFICATION REQUIREMENTS

The requirements listed below are representative of the minimum knowledge, skill, and/or ability required for an individual to satisfactorily perform each essential duty and be successful in the position.

Knowledge of:

- City parking ordinances and street topography;
- Customer service methods, techniques, and objectives ;
- Operation of specialized parking enforcement equipment including, but not limited to, handheld computer, two-way radio, marking equipment, and vehicle boots;
- Operation of basic office equipment including a personal computer and job-related software applications;
- Federal regulations and City policies regarding safe work practices.

Skill and Ability to:

- Patrol City streets to monitor compliance with City parking ordinances.

- Enforce parking ordinances by issuing tickets and booting vehicles;
- Mark tires of vehicles in limited-time parking zones, returning to determine if vehicle has violated time limitation;
- Research record of violators;
- Enter tickets and other enforcement actions in centralized computer system;
- Answer questions and provide information to the public on City parking regulations and ordinances;
- Attend court and testify on violations, as needed;
- Report traffic incidents and/or hazards and assist at the site, as needed;
- Report damaged, blocked, and/or non-functioning traffic and parking signs and signals for repair;
- Operate a motor vehicle;
- Operate specialized parking enforcement equipment including, but not limited to, handheld computer, marking equipment, and vehicle boots;
- Operate basic office equipment including a personal computer and job-related software applications;
- Maintain a professional demeanor at all times, including in situations where persons are angry, upset, or confrontational;
- Communicate effectively in the English language at a level necessary for efficient job performance;
- Complete assignments in a timely fashion; understand and comply with all rules, policies and regulations;
- Perform all duties in accordance with City policies and procedures with regard for personal safety and that of other employees and the public.

ACCEPTABLE EXPERIENCE, TRAINING, LICENSES AND/OR CERTIFICATIONS

- High school diploma or GED required;
- Successful completion of Police Department background check, CVSA and drug screening is required;
- Idaho state driver's license required.

An equivalent combination of education and experience that provides the required skills, knowledge and abilities to successfully perform the essential functions of the position may be considered.

PHYSICAL REQUIREMENTS

While performing the duties of this classification, the employee is frequently required to stand, walk, sit, stoop, kneel, bend, use hands to handle materials, keyboard or type, reach with hands and arms, operate job-related office equipment, and operate a motor vehicle. The employee must occasionally lift and/or move up to 25 pounds with assistance. Sufficient visual acuity and hearing capacity to perform the essential functions and interact with the public is required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.