



## Parking Enforcement Officer

Department/Division:	Administration
Reports To:	Assistant City Manager
Provides Direction To:	Part time Parking Enforcement Officers
Exemption Status:	Non-Exempt
Date Prepared:	November 28, 2006

### GENERAL PURPOSE

Under general supervision, performs para-professional duties related to the enforcement of the City's overnight parking ordinance; performs other related code enforcement duties as required.

### DISTINGUISHING CHARACTERISTICS

The Code Compliance Officer is the journey level class responsible for the enforcement of City overnight parking ordinances between the hours of 2:00 a.m. and 5:00 a.m. and coordination of the overnight parking permit program.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this position.

1. Patrols assigned areas within the city; provides enforcement of the City's overnight parking ordinance; writes citations for violations of vehicles not displaying properly issued City parking permits; investigates and reports suspicious or abandoned vehicles; testifies in court as required.
2. Assists the other Code Compliance Officers by following up on complaints, conducting on-site inspections and determines existence and types of potential code violations.
3. Reviews parking permit applications and conducts filed investigations of prospective applicants.

4. Coordinates scheduling and assignments of part time Parking Enforcement Officers.
5. Responds to questions and concerns from the general public, departmental staff and other agencies; provides information as appropriate and resolves service issues and complaints.
6. Establishes positive working relationships with the Sheriff's Department, City management and staff, and the public.
7. Assists in code compliance and enforcement actions involving business license.

## **QUALIFICATIONS GUIDELINES**

### **Knowledge of:**

Methods, procedures and techniques used in the interpretation, application and enforcement of various health, safety, public nuisance and business license codes and regulations; vehicle code and municipal ordinances regarding control of parking; court proceedings; methods and techniques for record keeping and report preparation and writing; investigative techniques useful in inspection of residential and businesses to ensure compliance with codes and ordinances; 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; interpret, explain and apply applicable laws, codes and regulations; read, interpret and record data accurately; enforce codes with sensitivity, tact and impartiality, and when necessary, firmness; perform field inspections, investigations, and enforce applicable codes and ordinances; 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; operate a motor vehicle.

### **Education/Training/Experience:**

**Education:** high school diploma or equivalent to high school graduation; completion of basic level of (Southern California Association of Code Enforcement Officials) S.C.A.C.E.O. certificate; completion of (Peace Officer's Standard Training) P.O.S.T Penal Code 832 training.

**Experience:** Any combination of education and experience that has provided the knowledge, skills and abilities necessary for a Code Compliance Officer.

**Licenses; Certificates; Special Requirements:**

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

**PHYSICAL AND MENTAL DEMANDS**

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Physical Demands**

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms. The employee frequently is required to stand and talk or hear; walk; sit; occasionally climb or balance; stoop, kneel, crouch, or crawl. The employee is expected to remove illegal temporary signs in the City as required.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

**Mental Demands**

While performing the duties of this class, employees are regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; use math and mathematical reasoning; observe and interpret situations; learn and apply new information or new skills; work under deadlines with constant interruptions; interact with City staff and other organizations; and occasionally deal with dissatisfied or quarrelsome individuals.