

CITY OF CHELAN JOB DESCRIPTION

TITLE: PARKING ENFORCEMENT OFFICER

DEPARTMENT: Parks & Recreation

REPORTS TO: Assistant Facilities & Recreation Supervisor

SUPERVISES: None

ADOPTED/REVISED DATE: March 2014 **SALARY GRADE:** \$11.25 - \$12.75 per hour

POSITION PURPOSE

This position is responsible for patrolling areas of the City including Downtown and Parks to enforce the City's parking ordinances including the issuance of parking infractions. Work also involves monitoring and reporting traffic hazards, unsafe conditions on city streets, sidewalks, parks, and Right of Way, and providing information and assistance to the public.

ESSENTIAL JOB FUNCTION

- Promotes positive public relations by assisting the public with information regarding parking regulations and facilities, and the location of streets, buildings, and points of interest.
- Patrols assigned areas of the city by vehicle, bicycle, or on foot to insure public compliance with existing parking ordinance.
- Write citations for illegally parked vehicles and moored watercraft, involving overtime, pay parking, double parking, handicap parking, etc.

EXAMPLE OF DUTIES AND RESPONSIBILITIES

- Mark tires of parked vehicles with chalk and record time of marking, and return at regular intervals to ensure that parking time limits are not exceeded.
- Investigate and answer complaints regarding contested parking citations, determining their validity and routing them appropriately.
- Prepare and maintain required records, including logs of parking enforcement activities, and records of contested citations.
- May represent the City of Chelan in legal proceedings regarding contested citations.
- Perform routine cleaning and simple vehicle maintenance procedures such as checking oil and gas, reporting mechanical problems to supervisors.
- Observe and report hazardous conditions such as missing traffic signals or signs, and street markings that need to be repainted.
- May administer emergency first aid if needed and report unusual activities or situations observed in the normal course of work.
- Performs indoor and/or outdoor litter control and cleaning tasks as necessary.
- Performs other duties as needed.

WORKING CONDITIONS

- **Position 1** is seven (7) months from April 1 through October 31.
- **Position 2** is four (4) months from May 16 through September 15.
- **Position 3** is 2 and ½ months from June 16 through August 31.
- Weekly hourly assignments depend on parking volume and departmental needs and may be irregular, split-shift, work ranging between 24 and 40 hours per week.
- Work involves either patrolling on foot, bicycle, or in a city assigned vehicle
- Employee is subject to moderate traffic hazards, and at times, challenging interpersonal communications
- Required to work evenings, weekends, holidays, and/or irregular hours
- Work in outside weather conditions including wet and/or hot conditions; stand, walk, or bend for extended periods of time, ride a bicycle and walk as assigned areas dictates.

PHYSICAL JOB REQUIREMENTS

- Must be able to speak, read, and write English.
- Must be able to communicate effectively with customers, staff, and police.
- Must be able to write parking tickets clearly and accurately
- Must be knowledgeable of RCW and CMC codes for different parking infractions.
- Must have stamina enough to be able to work for long periods of time in extreme weather conditions.
- Must have the strength to remove garbage liners out of 30 and 55 gallon receptacles.

KNOWLEDGE, ABILITIES, SKILLS FOR SUCCESS

- Good knowledge of the geography of the city and the location of the more important public and private facilities.
- Knowledge of the procedures and regulations involved in the enforcement of City parking ordinances.
- Ability to deal courteously and tactfully with the public under difficult circumstances.
- Ability to understand and correctly execute verbal and written instructions.
- Ability to write legibly.
- Ability to maintain routine records.
- Ability to work outdoors for extended period under all weather conditions.
- Ability to learn and apply basic first-aid procedures.
- Ability to establish and maintain effective working relationships with co-workers, other organizations, and the general public.

QUALIFICATIONS REQUIRED

- Valid Washington State Driver's License with driving record free from serious or frequent violations.
- High school diploma or General Equivalency Diploma (GED) supplemented with an acceptable level of experience in parking, law, or code enforcement.

The statement contained herein reflect general details, as necessary to describe the principal functions of this job, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as needed, including work in other functional areas to cover absences or relief, to equalize peak work periods, or to otherwise balance the workload.