

CITY OF CHELAN JOB DESCRIPTION

TITLE: PARKING ENFORCEMENT

DEPARTMENT: Parks and Recreation

REPORTS TO: Recreation and Facilities Supervisor
Assistant Recreation and Facilities Supervisor

SUPERVISES: None

WAGE: \$12.50 - \$14.50

DATE ADOPTED/REVISED: 2018 **SALARY GRADE:** 2018 Budget

POSITION PURPOSE

This person is responsible for downtown parking enforcement as well as pay parking lots regulated by the City of Chelan parks department.

ESSENTIAL JOB FUNCTIONS

- Issues tickets for downtown parking violations and pay parking lots
- Submits tickets to the Chelan County District Court
- Advises visitors of rules and regulations as needed and takes appropriate action
- Periodically patrols the beach area making sure park polices are enforced

EXAMPLES JOB DUTIES AND RESPONSIBILITIES

- Greeting the public using positive public relations while enforcing policies
- Documents accident and incident reports indicating problems and action taken
- Enter ticket information into computer ticket program, printing reports, and submitting documentation to the Chelan County District Court
- Perform other duties as assigned

WORKING CONDITIONS

- Work is primarily performed outdoors during morning and afternoon hours and is subject to extreme weather conditions
- Job is subject to shift work Monday through Sunday and holidays

PHYSICAL JOB REQUIREMENTS

- Must be able to speak and legibly write English
- Must be knowledgeable of parks rules and regulations
- Must have stamina enough to be able to walk for long periods of time in extreme weather conditions

KNOWLEDGE, ABILITIES, SKILLS FOR SUCCESS

- Ability to communicate with the public in a positive and effective manner
- Ability to work effectively with park and police personnel
- Ability to observe any potential problems/maintenance needs and notify the appropriate person immediately
- Ability to use a computer
- Ability to work individually and stay on task without constant supervision
- Ability to work as a member of a team

QUALIFICATIONS REQUIRED

- Valid Washington State Driver's License with driving record free from serious or frequent violations.
- CPR and First Aid Certificates desired

The statements 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.