

CITY OF COLLEGE PARK, MARYLAND

CLASS SPECIFICATION

CLASS TITLE: PARKING ENFORCEMENT OFFICER I

FLSA Status: Nonexempt

GENERAL CLASS DESCRIPTION: Positions in this classification work in a training capacity in enforcing parking ordinances. Work involves patrolling the City to identify cars which are in violation of City and State parking ordinances and laws; and taking appropriate actions to include issuing tickets, or arranging for vehicles to be towed or booted. Positions receive direction and guidance from supervisor and from higher level parking enforcement officers. Performs a variety of clerical duties required to document and process enforcement actions. Reports to the Assistant Parking Enforcement Supervisor.

ESSENTIAL JOB FUNCTIONS:

The following duties are typical for this classification. Not all the listed duties may be required and other duties may be required or assigned.

Positions perform duties with close supervision and have work reviewed.

- Patrols the City to identify parking violations, to include over parked, double parked vehicles, and vehicles obstructing alleys and/or traffic.
- Completes parking violation tickets, and issues citations or warnings for violations.
- Identifies cars to be booted or towed as appropriate.
- Collects monies from parking meters. Investigates complaints of broken meters; and repairs or replaces broken meters.
- Maintains radio contact with the City's base office in order to respond to parking violation complaints.
- Responds to and investigates complaints regarding parking violations and related citations.
- Testifies in court regarding parking violation cases.
- Answers questions regarding parking ordinances and laws.
- Enters parking citations information into the City's automated system. Completes paperwork, records and reports regarding citations issued, patrolling activities, etc.

KNOWLEDGES, SKILLS AND ABILITIES REQUIRED TO PERFORM ESSENTIAL FUNCTIONS.

Technical Knowledge:

- General knowledge of the City and State parking ordinances, laws and regulations pertaining to the City limits.
- General knowledge of the layout and geography of the City.

PARKING ENFORCEMENT OFFICER I

Physical Requirements:

- Ability to operate a City vehicle to patrol the City in search of parking violations.

Language Ability & Interpersonal Communications:

- Ability to communicate and effectively work with citizens regarding parking ordinances, regulations and parking violations.
- Ability to read and follow oral and written instructions. Ability to write in order to convey information, prepare parking tickets, and to record information concerning patrol routes and ordinance violations.

Environmental Adaptability

- Work is regularly performed outdoors which requires ability to work in varying weather conditions.

ACCEPTABLE TRAINING AND EXPERIENCE

Requires graduation from high school or equivalent; or any equivalent combination of training and experience which provides the required knowledges, skills and abilities.

Additional Requirements: Valid driver's license.

College Park is an Equal Opportunity Employer. In compliance with the American with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.