

	<h2>PARKING ENFORCEMENT OFFICER</h2> <p>FLSA Status: Non-Exempt</p> <p>Permanent Full Time                      Compensation Range: 10</p>	
<p>CITY OF NEVADA CITY</p> <p>DECEMBER 2022</p>	<p>Reports to:</p> <p>Police Department Sergeants</p>	<p>Unit:</p> <p>Miscellaneous Employees</p>

**DEFINITION**

Under supervision of the Police Department Sergeants to perform a variety of duties involved in the enforcement of City parking ordinances; to interpret and explain parking rules and regulations; to patrol city streets in a motor vehicle, designated alternative transportation or on foot; perform general maintenance on parking meters, pay parking machines and collect coins.

**EXAMPLES OF DUTIES**

- Patrol streets within the city limits, including the Historic Downtown Area and the Seven Hills District and city parking lots to identify and cite vehicles in violation of state and city parking regulations.
- Using a handheld electronic citation machine or a standard citation book, legibly issues citations for parking meter and permit parking violations, parking in restricted time zones, handicapped parking violations and vehicles parked in an unsafe manner, such as blocking driveways, fire lanes or double-parking.
- Marks vehicles parked in time zones; cites vehicles exceeding time limits; takes photographs to help depict violations.
- Collects coins from meters and reports from pay parking machines.
- Performs maintenance on and makes minor repairs to parking meters, pay parking machines, and reports inoperative and broken meters and equipment.
- Maintains effective public relations with merchants and the public.
- Respond to complaints and inquiries regarding parking enforcement.
- Report traffic collisions, abandoned vehicles, vehicle and traffic hazards to the Police Department and assists with the remedy.

- Provide information to the public regarding location of streets, buildings, parking lot facilities and other points of interest.
- Operate assigned vehicle; ensure equipment is in proper working order, maintain supplies needed to perform job.
- Appear for administrative hearings or court trials as necessary.
- Prepare reports as necessary and perform other administrative functions.
- Perform related duties as assigned which can include assisting patrol staff with events set-up, traffic control and clean-up.

### **EMPLOYMENT STANDARDS**

#### **Knowledge of:**

- State and local parking laws
- City geography and landmarks
- Standard operational procedures and traffic codes.

#### **Ability to:**

- Work independently.
- Learn, interpret, explain, and enforce parking regulations, laws and ordinances.
- Use and operate motor vehicles and equipment relative to parking enforcement.
- Testify in court concerning citations and violations.
- Conduct research as needed.
- Perform repair work on parking meters and pay parking machines.
- Understand and carry out written and oral instructions.
- Interact with the public and merchants in a courteous and tactful manner and exercise good judgement in those interactions.
- Operate personal computers and applicable software; cellular telephone or police radio to communicate with police personnel as necessary; and camera.
- Identify and report parking and traffic problems.

- Manipulate small objects to be able to collect, carry and count coins.
- Keep records and prepare reports, citations and related paperwork that are clear, concise and legible.
- Summarize facts and relationships in detail.
- Testify in writing or before a hearing administrator or in court in an objective, concise and professional manner.
- Communicate effectively orally and in writing.
- Handle stressful situations and deal effectively with difficult or angry people while maintaining courtesy and tact.
- Build and maintain positive working relationships with co-workers and the community using principles of good customer service.

**EDUCATION AND EXPERIENCE REQUIRED**

- Some parking enforcement, community service officer, or police related experience.
- High school diploma or equivalent.

**LICENSES AND CERTIFICATIONS**

- Possession of a valid California driver’s license with a satisfactory driving record.
- Be able to pass a Police Department background investigation.

**PHYSICAL DEMANDS AND WORKING CONDITIONS**

- Must be physically able to perform the duties of this position. Work is generally carried out in an outside environment with exposure to various weather conditions that can be wet and/or humid and with occasional exposure to extreme temperatures including heat of 100° or more and sub-freezing cold as well as rain and snow, noise levels that can range from moderate to high and with exposure to dust, smoke, fumes gases and extensive public contact. Working in the field may require operation of a motor vehicle and/or walking on sometimes uneven terrain. May occasionally lift, move and/or carry weight of up to 50 pounds including lifting and carrying traffic cones and barricades. Work is also carried out in a standard office setting with moderate noise levels, controlled temperature conditions.
- Employees may be required to work on evenings, weekends and holidays and participate in afterhours on-call assignments.
- Some accommodations may be made for some physical demands for otherwise qualified individuals who require and request such accommodations.

**OTHER REQUIREMENTS**

This class description lists the major duties and requirements of the job and is not all-inclusive. Not all duties are necessarily performed by each incumbent. Incumbents may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.

There will be mandatory training throughout the course of employment.

**NOTE:** All employees of the City of Nevada City are designated by both State law and city personnel rules to be available for assignment to perform public safety services not specifically stated herein in the event of emergency or disaster, as deemed necessary by the city. Such assignments may be in the event of either a declared or undeclared emergency or natural disaster that threatens the life, health and/or safety of the public and may be to assist rescue and relief workers. Such assignments may be in locations, during hours and performing work significantly different from the employees' normal work assignments and may continue through the recovery phase of the emergency.

***Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.***