

Parking Technician

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DEFINITION

Under general supervision, patrols assigned areas of the City to enforce parking regulations, ordinances and laws; issues citations; maintains records; may perform a variety of non-sworn police work and other related work as required and may rotate to a variety of assignments to meet departmental needs including enforcing parking regulations, traffic and vehicle control, investigation of abandoned vehicles and taking appropriate action, crowd control and crime scene protection, and public inquiries and related work at the front desk.

DISTINGUISHING FEATURES

This class is responsible for enforcement of local regulations, ordinances, and State laws governing parking of vehicles according to established practices and procedures. This class is distinguished from the Lead Parking Technician in that the latter class provides lead direction and technical/functional supervision to Parking Technicians.

EXAMPLES OF DUTIES

1. Patrols an assigned area of the City in order to observe vehicles in violation of parking regulations.
2. Tracks vehicles to verify compliance with restricted parking time limits and other parking restrictions.
3. Enforces local regulations and ordinances and California Vehicle Code laws by issuing citations and warnings.
4. Explains parking and related traffic laws to members of the public and responds to complaints from the public.
5. Maintains accurate records of work performed and surveillance of long-term parking violations.
6. Notifies police of incidents involving abusive behavior by the public.
7. Reports malfunctioning parking meters, faded paint on curbs, vandalized signs, or other issues that may impede compliance and enforcement.
8. Inspects and maintains condition of enforcement vehicles and takes them to Fleet Services for service and repair when necessary.
9. Provides traffic control, crowd control for special events, or crowd control for crime scene protection when necessary.
10. Testifies in court on City's behalf.
11. Answers public inquiries and conducts related work at the front desk.
12. Performs related duties as assigned.

EMPLOYMENT STANDARDS

Education/Experience

Any combination equivalent to education and experience likely to provide the required knowledge and abilities. A typical way to obtain the knowledge and abilities would be:

Education: Equivalent to graduation from high school.

Experience: Two years of experience involving public contact.

Knowledge

Knowledge of applicable local and State codes, ordinances and regulations governing parking within the City limits; safe work methods and safety regulations pertaining to the work including driving habits; basic geographic layout of the City; routine clerical operations.

Ability

Ability to operate a motor vehicle safely while observing parking violations and conditions; communicate and interact tactfully and effectively with the members of the public; defuse and de-escalate hostile and irate members of the public; write clear and concise records, reports, declarations, and citations; understand and follow oral and written instructions; read, interpret and apply parking codes and ordinances; use sound independent judgment within established procedures and regulations; and read and interpret maps.

OTHER REQUIREMENTS

A valid California Class C Driver's License and satisfactory driving record is required as a condition of initial and continued employment.

R: **DATE**

SW: Human Resources Department