Parking Code Enforcement Officer

FLSA Status: Covered
Bargaining Unit: District Council of Trade Unions (DCTU)

General Summary

Positions in this class secure compliance with City parking codes by patrolling assigned areas, issuing warnings and citations, and explaining code, and interacting with a variety of potentially hostile, emotional or hazardous contacts with segments of the public.

Parking Code Enforcement Officer - 30000185

Distinguishing Characteristics

This journey level class typically patrols assigned areas to enforce City parking ordinances. It is distinguished from Code Specialist I and II by the requirement for limited sworn police commission and uniform.

Typical Duties/Examples of Work

1. Enforces code through issuing warnings and citations, and authorizing vehicle towing; explains actions, interprets and communicates codes, rules and regulations to the public; provides a variety of public service and assistance, such as directions and referrals.

2. Patrols assigned areas independently on foot, bicycle or in a vehicle; serves as visual deterrent to code violations; stays alert to dangers working alone in secluded areas.

3. Responds to citizen complaints regarding parking infractions; interprets procedures to determine specific violations.

4. Appears before County judiciary to testify in cases of contested citation; serves impound warrants; enforces the City's and District Court's Tag Warrant program.

5. Observe, assesses and reports a wide variety of hazardous conditions, suspicious vehicles, and equipment malfunctions related to traffic and other public safety.

6. Provides special police assistance to the public through radio dispatch, such as crimes, accidents, emergencies, guidance and directions.

7. Serves as dispatcher as assigned; runs computer information searches and relays information to patrol deputies; maintains radio contact with patrol deputies; coordinates with other agencies to report a wide variety of problems in the field; calls for vehicle towing; interacts with complainants to verify information and interpreting parking codes; puts deputies on standby during emergencies on the street.

8. Maintains accurate logs and records.

9. Writes reports to document actions or follow-up actions of work units both within the bureau and in other bureaus.

10. Install and remove space reservation devices/delineators if assigned.

11. Collects sealed cash canisters from computerized pay station and single space meters and related duties.

12. Provides back-up, peak-load and relief assistance to other parking enforcement functions as required.

13. Performs related duties as assigned.

Required Knowledge, Skills and Abilities

Knowledge of: City government and the impact of enforcement actions; applicable laws, code, zoning and administrative rules

Ability to: operate a variety of investigative equipment; apply field discretion to assess violation and develop solutions; remain calm and professional during verbal abuse or threats

Skill in: a variety of software packages; investigation and observation; caseload management; persuasive, clear and concise oral and written communication; conflict resolution and dispute mediation; preparation of cases for adversarial proceedings; mathematical computations; data collection, analysis and evaluation

Special Requirements

Valid driver's license; limited sworn Police Commission

Working Conditions

Work in this class is typically performed in a field environment, although some work is performed in an office environment. Incumbent is typically required to negotiate rough

terrain; to work outdoors in all weather conditions; to work in and around traffic; to work alone in remote locations; to lift up to 40 lbs and carry it up to 100 feet; to be exposed to potentially hostile or threatening individuals.

Classification History:

Adopted: 2-03-99:

Class created as a result of DCTU Classification and Compensation Study 1998-99. This class is composed of the following classes:

2240 Parking Enforcement Deputy, Adopted:07-15-80, Revised: 10-27-89; 05-25-93;Revised:08-31-94 (Revised class specification); Revised:04-9-97 (Changed Title from Parking Patrol Deputy); Revised: 06-26-97

Revised: 05-24-04 (Updated class spec for Parking Enforcement Deputy)

Revised: 09-15-04 (Changed title from Parking Enforcement Deputy and moved into separate classification document.)

June 2009 - Change Job Class number from 2203 to 30000185, due to system change.

Revised: 3-1-12 Added cash collection duties and edited working conditions.