

## **Parking Code Enforcement Officer – Abandoned Auto**

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

### **General Summary**

Positions in this class secure compliance with City parking codes by responding to reports of abandoned vehicles, requesting towing of abandoned parked vehicles, issuing warnings and citations, explaining code, and interacting with a variety of potentially hostile, emotional or hazardous contacts with segments of the public.

### **Distinguishing Characteristics**

The Parking Code Enforcement Officer –Abandoned Auto class typically responds to reports of abandoned vehicles to enforce abandoned vehicle and safety-related City parking ordinances. The PCEO – Abandoned Auto class is distinguished from Parking Code Enforcement Officer by the latter’s enforcement of parking meters, time zones, service requests for parking enforcement or other violations not assigned to the PCEO - Abandoned Auto classification. 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. Performs field inspections in response to reports of abandoned vehicles to identify code violations.
2. 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.
3. Issues parking citations for safety related violations (e.g. no parking anytime, blocking sidewalk) noted while in the field; inspects, observes, identifies and monitors potential code violations in the field; serves as visual deterrent to code violations; stays alert to dangers working alone in secluded areas.
4. Takes reports; attempts to secure voluntary compliance with code
5. Appears before County judiciary to testify in cases of contested citation; writes reports for tow hearings and attends tow hearings.

6. Observe, assesses and reports a wide variety of hazardous conditions, suspicious vehicles, and equipment malfunctions related to traffic and other public safety.
7. Maintains accurate logs, cases and records.
8. Writes reports to document actions or follow-up actions of work units both within the bureau and in other bureaus.
9. Completes the code required process of towed vehicles with contract tower, issues certificate of sale, completes case history, updates and closes data file.
10. 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 (e.g. handheld citation writer, digital camera, cell phone, etc.); 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 be exposed to potentially hostile or threatening individuals.

**Classification History:**

Adopted: 09-02-09