

City of Oregon City

Position Description

Position: Parking Enforcement Officer	AFSCME Union
Department/Site: Parking/Code Enforcement	FLSA: Non-Exempt
Evaluated by: Code Compliance Coordinator	Salary Grade: 18

Summary

Enforces parking ordinances by patrolling timed parking spaces and city streets.

Distinguishing Career Features

The Parking Enforcement Officer is the first, in a multi-level career path for municipal code enforcement. Advancement to Code Compliance Specialist is possible based on need and demonstrated knowledge of a range of municipal codes.

Essential Duties and Responsibilities

- Patrols City streets and roads, observing and inspecting for parking violations according to established parking ordinances. Issues citations or notices for vehicle parking violations.
- Enforces parking restrictions in controlled and timed parking zones. Marks vehicles parked in timed zones and circulates to offer sufficient parking time and to cite vehicles exceeding time limits.
- Responds to, and resolves inquiries and complaints from the community, forwarding complex or difficult inquiries to higher authority.
- Prepares and maintains records and reports on citations, violations, and actions. Appears in municipal court to defend issuance of citation, as necessary.
- Services parking meters as needed. Collects revenue from meters.
- Assists with traffic control in central business district.
- Performs other duties as assigned that support the overall objective of the position.

Qualifications

- **Knowledge and Skills**

The position requires a basic knowledge of codes, regulations, and laws governing vehicle parking. Requires basic knowledge of the process for serving parking citations. Requires sufficient knowledge of and skill in English grammar and composition, to prepare routine documentation of work activity. Requires knowledge of and skill at using personal computers to access common office productivity software. Requires sufficient human relations skill to communicate standard yet technical information, to employ specific lines of inquiry, to resolve problems and confrontation, deal with difficult customers, and to maintain harmony in a work setting.

- **Abilities**

Requires the ability to carry out the essential functions of the position. Requires the ability to learn, interpret and apply processes, codes, regulations, and laws governing vehicle parking. Requires the ability to operate a personal computer and peripheral office equipment. Requires the ability to perform routine maintenance of parking meters. Requires the ability to resolve customer service problems in a positive manner. Requires the ability to organize and prioritize work assignments to optimize service level. Requires the ability to work cooperatively with senior citizens. Requires the ability to work as contributing member of a team, work productively and cooperatively with other teams and external customers, and convey a positive image of the City.

- **Physical Abilities**

Requires the ability to function indoors in an office environment and outdoors engaged in work of primarily a sedentary to moderately active nature. Requires auditory ability to carry on ordinary and telephonic conversation. Requires near visual acuity to read detailed road maps, other printed material, computer screens, and observe physical layouts. Requires manual and finger dexterity to write and to operate microcomputers and other office equipment. Requires the ability to stand and walk for sustained periods of time in extreme weather conditions.

- **Education and Experience**

The position typically requires a high school diploma or equivalent and one year of experience in a public safety or similar customer service environment.

- **Licenses and Certificates**

Requires a valid driver's license with motorcycle endorsement.

- **Working Conditions**

Work is performed indoors and outdoors where some safety considerations exist from physical effort, weather extremes, and moving traffic.

This job/class description, describes the general nature of the work performed, representative duties as well as the typical qualifications needed for acceptable performance. It is not intended to be a complete list of all responsibilities, duties, work steps, and skills required of the job.