

JOB DESCRIPTION

TITLE: Parking Control Officer
DIVISION/UNIT: Special Operations Division/Traffic Enforcement Unit
REPORTS TO: Supervisor, Parking Control Section
DATE: January 2018 **PAY RANGE:** 12 **FLSA:** Non-Exempt

Job Objectives: (Purpose of the position.)

Enforce parking ordinances; expedite the safe movement of vehicular and pedestrian traffic when problems exist; resolve parking and traffic-related complaints.

Essential Job Functions: (Functions essential to attaining job objectives.)

1. Patrol assigned areas and respond to complaints.
2. Issue parking citations and assume responsibility for vehicle towing to enforce parking ordinances.
3. Correspond with citizens to assess the nature of complaints and to resolve complaints.
4. Expedite the safe movement of vehicular and pedestrian traffic when problems exist or during special or ceremonial events.
5. Prepare various reports and perform computer checks for warrants, license plate numbers, or VIN numbers accessing NCIC, DOR, etc.
6. Testify in court concerning contested parking citations.
7. Maintain reliable and predictable attendance. Must be capable of working flexible hours and/or weekends on short notice and conduct department-wide transfers to various elements throughout the city on a daily basis.
8. Must have the ability to work outside in inclement weather conditions.
9. Perform related duties as required.

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Parking Control Officer

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10. This class specification should not be interpreted as all inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA) as amended by the Amendments Act of 2008 (ADAAA); and the Missouri Human Rights Act (MHRA).

Job Standards: (Minimum qualifications needed to perform essential functions.)

To successfully perform the essential functions of the position, the incumbent must possess a high school diploma or equivalent. Position requires a valid driver's license from the State of Missouri and skills and abilities to operate a department vehicle within specified procedures and departmental standards. Individual must have knowledge of the geography of the city and of municipal ordinances pertaining to parking violations and the ability to communicate with the public under stressful conditions.

Physical Requirements: Incumbent is required to stand and/or walk for prolonged periods, stand in the street to direct traffic, and work in all types of weather conditions.

Job Location: (Place where work is performed.)

Position operates outside approximately 100% of the time.

Equipment: (Machines, devices, tools, etc., used in job performance.)

- Motor vehicle
- Computer
- Police radio
- Traffic signal control boxes
- Cell phone
- E-Ticket Machine