

JOB DESCRIPTION

TITLE: Parking Control Officer
DIVISION/UNIT: Special Operations Division/Traffic Enforcement Unit
REPORTS TO: Supervisor, Parking Control Section
DATE: November 2018 **PAY RANGE:** 14 **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; City streets, parking lots and facilities to inspect parking violations.
2. Issue parking citations and assume responsibility for vehicle towing to enforce parking ordinances.
3. Communicate with citizens to assess the nature of complaints and to resolve complaints.
4. Assist citizens with requests for information and directions to various local destinations.
5. Facilitate the safe and expeditious movement of vehicular and pedestrian traffic when problems exist and during special or ceremonial events.
6. Prepare various reports and perform computer checks for warrants, license plate numbers, or VIN numbers accessing NCIC, DOR, etc.
7. Testify in court concerning contested parking citations.
8. 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.

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9. Must be self-motivated and able to work with little to no supervision.
10. Must have the ability to work outside in all types of inclement weather conditions.
11. Perform related duties as required.
12. 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;
- possess a valid driver's license from the State of Missouri;
- take and pass the department's drivers course;
- possess the skills and abilities to operate a department vehicle within specified procedures and department standards;
- have knowledge of the geography of the city and of municipal ordinances pertaining to parking violations; and
- have 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;
- have hand/finger dexterity and speech/hearing to operate a two-way radio and telephone;
- have the physical agility to safely operate a motor vehicle in normal traffic;

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- have the ability to hear well enough to understand conversation in a noisy environment, such as near traffic and to identify the location and direction of vehicles in motion;
- have near vision sufficient to accurately read automobile license plates or inspection stickers and to read and write various written and machine-generated documents;
- have far vision sufficient to operate department vehicles, read license plates on automobiles in motion, etc.;
- have color vision to distinguish color of vehicle cited for violation and to describe apparel of subjects;
- be sprayed and trained on how to properly use Oleoresin Capsicum Spray; and
- wear all department issued equipment and uniforms.

ACTIVITY	FREQUENCY	DESCRIPTION
Standing	Constant	Even and uneven surfaces
Walking	Constant	Even and uneven surfaces
Running	Occasional	Even and uneven surfaces
Sitting	Constant	Motor vehicle operation
Driving	Constant	Motor vehicle operation
Bending	Frequent	Various postures required to complete duties
Stooping	Frequent	Various postures required to complete duties
Twisting	Frequent	Both in and out of vehicle
Kneeling	Frequent	Various postures to complete duties
Stairs	Occasional	Various environments encountered

LIFTING

WEIGHT	FREQUENCY DURATION	HEIGHT	DESCRIPTION
Up to 25 lbs.	Occasional	Floor to chest	Miscellaneous items

PUSHING/PULLING

PUSHING/PULLING	FORCE	FREQUENCY DURATION	DESCRIPTION
Pushing & Pulling	Varies up to 35 lbs.	Occasional	Type III barricade

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REACHING

REACHING	DURATION	DESCRIPTION
Above shoulder	Occasionally – frequently	Various activities require this activity
At shoulder level	Occasionally – frequently	Various activities require this activity
Below shoulder level	Occasionally – frequently	Various activities require this activity

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
- Oleoresin Capsicum Spray
- Copier/Scanner/Fax

The preceding job description has been designed to indicate the general nature and level of work performed by incumbents within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of incumbents assigned to the Parking Control Officer job classification. All persons filling this position must be able to successfully perform the essential functions as listed herein, with or without a reasonable accommodation, regardless of assignment.