

# **PARKING AND CODE ENFORCEMENT SPECIALIST**

FLSA Status – Non Exempt

EEO Code – F/Office and Clerical

Class Code – RE622

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## **GENERAL DESCRIPTION OF DUTIES**

This position patrols assigned areas to enforce City parking ordinances, performs field inspections related to code compliance investigations, and code interpretation and administration. This position may also perform some duties that are similar to Volunteer Coordinator in relation to code enforcement. However, these duties are routine work situations involving a low level of complexity with very specific rules, regulations and specific direction and instructions from the Volunteer Coordinator.

## **SUPERVISION RECEIVED**

This classification works under the general supervision of the Auxiliary Coordinator.

## **SUPERVISION EXERCISED**

Supervision is not a typical function assigned to this classification. However, this position may provide training and orientation to newly assigned personnel on Department policies and practices.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES**

The duties and responsibilities listed should not be construed to be all-inclusive. The essential job duties will include other responsibilities as assigned and required.

### **Parking Enforcement**

1. Patrols assigned areas independently in a vehicle or on foot; serves as visual deterrent to code violations; stays alert to dangers working in secluded areas.
2. Enforces code by 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 assistance, such as directions and referrals.
3. Observes, assesses and reports a wide variety of hazardous conditions and suspicious vehicles.
4. Performs a wide variety of duties in the office, such as issuing bike licenses, issuing parking permits, filing reports, providing information to the public at the window or over the phone, entering data into and retrieving information from the state and federal information systems, assisting citizens in completing forms, and typing forms and letters.
5. Responds to citizen complaints regarding parking infractions; interprets procedures to determine specific violations.

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6. Provides police assistance to the public through radio dispatch, such as summoning police to reports of crimes, accidents and emergencies.
7. Testifies in court as necessary.

## **Code Enforcement**

8. Maintains accurate record of inspections made and actions taken, including conversations and extensions granted; updates computer records; researches information in support of enforcement action.
9. Performs field inspections in response to complaints, to identify code violations.
10. Inspects, observes, identifies and monitors potential code violations in the field and applies appropriate procedures.
11. Explains code, policies and procedures to the public.
12. Takes reports and attempts to secure voluntary compliance with code.
13. Follows all safety rules and procedures established for work areas.

## **OTHER JOB FUNCTIONS**

1. Assists with the service of subpoenas, to witness in Court Proceedings.
2. Assists in transportation of evidence to the crime lab.
3. Takes complaints in the office relating to vandalism, runaway reports, and thefts where no follow-up is necessary.
4. Provides necessary support to other departmental office personnel as workload and staffing levels dictate.
5. Maintains proficiency by attending training conferences and meetings, reading materials, and meeting with others in areas of responsibility.
6. Maintains work areas in a clean and orderly manner.

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## **KNOWLEDGE, SKILLS AND ABILITIES**

### **Knowledge**

- Knowledge of City government and the impact of enforcement actions.
- Knowledge of applicable laws, code, and zoning ordinances.
- Knowledge of general office procedures, including spelling, grammar, punctuation and math.
- Knowledge of operation of standard office equipment, including data entry equipment; telephone etiquette; and word processing software.

### **Skills**

- Skill in investigation and observation.
- Skill in communicating with others, conflict resolution and dispute mediation.
- Skill in preparing cases for adversarial proceedings.
- Skill in accurately checking data.
- Skill in establishing and maintaining effective working relationships with individuals from diverse backgrounds.

### **Abilities**

- Ability to communicate effectively with the public, members of the outside agencies, and employees.
- Ability to work with public in resolving problems.
- Ability to safely operate motorized vehicles.
- Ability to remain calm and professional with potentially angry people.

## **EXPERIENCE AND TRAINING**

Decision making, interpersonal skills, teamwork, customer service, reading/writing/speaking and understanding English, and problem analysis are continually required of this position. Any satisfactory combination of experience and training which demonstrates the knowledge, skills and abilities to perform the essential job duties.

## **SPECIAL REQUIREMENTS/LICENSES**

Must possess valid LEDS certificate within three months of appointment. Must possess a valid driver's license with motorcycle endorsement at the time of application.

## **DESIRABLE EXPERIENCE AND TRAINING**

Possession of valid LEDS certificate. Previous training and experience in performing similar duties in a law enforcement agency, providing general knowledge of police procedures, terminology, etc.

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## **PHYSICAL DEMANDS**

While performing the duties of this position, the employee is frequently required to stand, sit, communicate, reach and manipulate objects, tools or controls. The position requires mobility. The Parking and Code Enforcement Specialist must be able to push, pull, lift and carry up to 40 pounds. Manual dexterity and coordination are required over 50% of the work period while operating computers, motorized vehicles and other standard office equipment.

## **WORKING CONDITIONS**

This is a Part-time Plus position. The work period occurs mainly in outdoor environments with exposure to all weather conditions. The noise level in the work environment is typical of most office environments. Driving a vehicle to work locations in the local area, responsible for the safety of others with traffic control responsibilities, and experiencing vibration from driving a motor vehicle are part of this position. Reasonable accommodation will be made to meet the known limitations of qualified disabled individuals in performing the essential job functions of this position.

**Approved By** \_\_\_\_\_ **Date** \_\_\_\_\_  
(Department Director)

**Adopted By** \_\_\_\_\_ **Date** \_\_\_\_\_  
(City Manager)

**Established:** 12/01  
**Revised:** 12/01