

CITY OF EL CERRITO

PARKING ENFORCEMENT REPRESENTATIVE

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

DEFINITION

Under the direction of a police supervisor, perform a variety of paraprofessional police duties such as enforcing parking regulations, ordinances and laws, reporting safety and traffic hazards, and performing related work as required.

ESSENTIAL FUNCTION STATEMENTS

Essential responsibilities and duties may include, but are not limited to, the following:

Essential Functions:

Issue citations for parking violations such as overtime parking, illegal parking in restricted zones, and parking in front of driveways or fire hydrants.

Observe and report damaged street signs, inoperative traffic signals, and curb markings in need of maintenance.

Answer a wide variety of questions from the public regarding parking and related traffic regulations and the location of public buildings, parks, transportation facilities, and other general directions.

Prepare reports related to enforcement of 72 hour parking restrictions and facilitate towing and storage of vehicles for violations of parking regulations, ordinances and laws.

Report unusual occurrences or problems of an urgent nature to supervisor and act in accordance with instructions received.

Operate a Department vehicle and respond to service calls as required.

Operate radio equipment and mobile data/computer terminal.

Respond to requests for assistance with traffic control problems.

Work in inclement weather.

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Parking Enforcement Representative

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Marginal / Non-Essential Functions:

Perform other job related duties as may be occasionally required.

QUALIFICATIONS

Ability to:

Read, comprehend and apply policies, rules, instructions, laws, ordinances, and regulations governing parking enforcement.

Communicate concisely and effectively both orally and in writing.

Establish and maintain cooperative working relationships with those contacted during the course of work.

Understand and carry out oral and written directions.

Learn standard broadcasting procedures of a police radio system.

Work Independently in the field.

Experience and Training Guidelines

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience

None required

Training

Graduation from high school or possession of G.E.D. certificate. Training in the position will be provided by the Police Department.

Licenses/Certificates/ Other requirements:

Possession of a valid California Driver's License at time of appointment.

PHYSICAL DEMANDS

Sitting:	Frequently	Lifting:	
Standing:	Occasionally	up to 10 lbs:	Occasionally
Walking:	Occasionally	11 to 25 lbs:	Occasionally
Bending:	Occasionally	26 to 50 lbs:	Never
Crouching:	Occasionally	51 to 75 lbs:	Never
Stooping:	Occasionally	76 to 100 lbs:	Never
Kneeling:	Occasionally	100 + lbs:	Never
Crawling:	Never		
		Carrying:	
Climbing:	Never	up to 10 lbs:	Occasionally
Balancing:	Never	11 to 25 lbs:	Occasionally
Running:	Never	26 to 50 lbs:	Never
Twisting:	Occasionally	51 to 75 lbs:	Never
Turning:	Occasionally	76 to 100 lbs:	Never
Jumping:	Never	100 + lbs:	Never
Pushing/Pulling:			
up to 10 lbs:	Occasionally		
11 to 25 lbs:	Never		
26 to 50 lbs:	Never		
51 to 75 lbs:	Never		
76 to 100 lbs:	Never		
100 + lbs:	Never		
Grasping – firm:	Occasionally		
Finger dexterity:	Frequently		
Reaching forward:	Occasionally		
Reaching overhead:	Occasionally		
Pinch grasp:	Occasionally		
Grasp – light:	Frequently		
Coordination -	Eye-hand:	Occasionally	
	Eye-hand-foot:	Occasionally	
	Driving:	Frequently	
Talking -	Face-to-face:	Frequently	
	Verbal contact:	Occasionally	
	Public:	Frequently	
Vision -	Acuity far:	Required	
	Acuity, near:	Required	
	Depth perception:	Required	
	Field of vision:	Required	
	Accommodation:	Required	
	Color vision:	Required	
Hearing -	Conversation:	Occasionally to Frequently	
	Telephone:	Occasionally	
	Earplugs:	Never	

MENTAL REQUIREMENTS

Interpret instructions, Detailed/Uninvolved instructions, One or two-step instructions, Reading-simple, Writing-simple, Math skills-simple, Form, Clerical, Negotiating, Speaking-signaling, Serving, Taking instructions-helping, Precision Working, Operating-controlling, Driving-operation, Comprehend/follow instructions, Perform simple-repetitive tasks, Maintain work pace, Relate to other people, Influence other people, Perform varied-complex tasks, Generalizations/evaluations, Responsibility for direction.

WORK ENVIRONMENT

Exposure to: Outdoors, Excessive Noise, Slippery/uneven surfaces, Works around others, Works alone, Works with others.