



respect - Communication - Integrity - Teamwork - family

City of Klamath Falls, Oregon
Job Description

PARKING ENFORCEMENT OFFICER

DEPARTMENT/DIVISION: Community Development/Planning

GRADE: 3

GROUP: AFSCME

FLSA STATUS: Non-Exempt

EFFECTIVE DATE: July 1, 2011

SUMMARY

Patrols assigned areas such as public parking lots or sections of the City, on foot, or in scooter, to issue various citations.

EXAMPLES OF DUTIES

Duties may include but are not limited to the following:

Chalk tires or enter license plate of vehicles parked in time-limited parking spaces, into hand held computer, record time, and return at specified intervals to ticket vehicles remaining in spaces illegally. Write complete citation information onto City citation forms or generate ticket from HHC.

Communicate with and educate citizens regarding parking requirements in the downtown area.

Issue citations for violations of City Code provisions in the downtown area pertaining to parking, bicycles, skateboards, roller skates, pedestrian safety, and unreasonable noise.

Give citation copies to Municipal Court at end of shift to facilitate preparation of violation records by Clerk. Print and download information from HHC.

Attend monthly parking district meetings.

Report missing or damaged traffic signals or signs and issues with markings or lots to supervisor.

Carry emergency communication equipment for contacting law enforcement if needed.

Present issues before Municipal Court Judge.

Boot vehicles for non-payment of parking citations.

Serve as liaison between the public and City staff.

SUPERVISORY RESPONSIBILITIES

This is a non-supervisory position.

PRE-EMPLOYMENT

Job offers for this position are contingent on the individual passing a pre-employment drug screen.

QUALIFICATION REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education And/Or Experience:

High school education; and one to two months related experience or training; or equivalent combination of education and experience. Use of handle computer (input and download). Use of Word, Excel, Outlook. Read and interpret maps. Read and interpret City code related to parking district.

Language Skills:

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers and other employees of the organization.

Mathematical Skills:

Ability to add and subtract two digit numbers and to multiply and divide with 10's and 100's. Ability to perform these operations using units of American money and weight measurement, volume, and distance.

Reasoning Ability:

Ability to apply commonsense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to walk and use hands to finger, handle, or feel objects, tools, or controls. The employee frequently is required to stand and reach with hands and arms. The employee is occasionally required to stoop, kneel, crouch, or crawl and talk or hear.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, and peripheral vision.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works in outside weather conditions and is regularly exposed to fumes or airborne particles.

The noise level in the work environment is usually moderate, consisting of traffic noise.

The City of Klamath Falls is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City of Klamath Falls will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

