

City of South San Francisco  
Human Resources Department

**Parking Enforcement Officer**  
Class Description

**Definition**

Under general supervision, patrols designated areas to enforce City parking regulations, laws, and ordinances; issues parking citations; directs traffic as necessary; responds to citizen inquiries; and does related work as required.

**Distinguishing Characteristics**

This classification is distinguished from that of a sworn position in that its primary responsibility is to enforce parking. Positions in this class work under general supervision within established procedures. Incumbents have frequent contact with the public requiring a response to a variety of procedural questions and providing information.

**Typical and Important Duties**

1. Patrols City streets and parking areas to observe parked vehicles and mark tires in the enforcement of parking regulations, laws, and ordinances.
2. Issues citations for double parking, improper use of zones, and other violations of the Vehicle Code or City ordinances covering the parking of motor vehicles.
3. Advises the general public on laws, regulations, and ordinances affecting parking.
4. Operates a three-wheeled police vehicle in carrying out assigned parking enforcement activities.
5. Directs traffic in various locations of the City.
6. Makes observations of hazardous traffic conditions and reports same.
7. Provides general assistance to motorists and pedestrians as necessary.
8. Performs related duties, and responsibilities as assigned.

**Job-related Qualifications**

*Knowledge of:*

- Standard broadcasting codes, procedures, and practices on a police radio system.

*Ability to:*

- Read and understand departmental policies, rules, instructions, laws, and ordinances relating to parking and traffic enforcement.
- Maintain simple records and prepare brief reports.
- Learn and apply City geography.
- Carry out assigned duties without close supervision.

- Deal courteously and effectively with the general public.
- Communicate effectively in writing, orally, and with others to assimilate, understand, and convey information, in a manner consistent with job functions.
- Represent the City, the department, or the organizational unit effectively in contacts with representatives of other agencies, City departments, and the public.
- Establish and maintain cooperative relationships with those contacted in the course of the work.
- Take a proactive approach to customer service issues.
- Make process improvement changes to streamline procedures.
- Work in a safe manner, following City safety practices and procedures.
- Maintain confidentiality regarding sensitive information.

*Skill in:*

- Operate assigned equipment used for parking enforcement.

### **Experience and Training**

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

*Experience* One year of general work experience involving public contact.

*Training* Equivalent to graduation from high school.

### **Licenses and Certificates**

All licenses and certificates must be maintained as a condition of employment.

- Possession of, or ability to obtain, a valid, appropriate California driver's license and a satisfactory driving record.

### **Special Requirements**

Essential duties require the following physical skills and work environment:

*Physical Skills:* Ability to sit, stand, walk, kneel, crouch, stoop, squat, twist, maintain sustained posture in a seated position for prolonged periods of time, and lift and carry 100 pounds; hearing and speech sufficient to communicate in person and over the telephone and radio; drive standard police vehicles.

*Work Environment:* Work in a standard field environment; exposure to noise, inclement weather, chemicals, fumes, mechanical and electrical hazards, moving objects, traffic and traffic hazards.

*Ability to:* Travel to different sites and locations; drive safely to different sites and locations; maintain a safe driving record; availability for shift work, on-call, and stand-by.

Approved: April 1994  
Revised Date: July 1997, September 2002, June 2003  
Former Titles:

Abolished:  
Bargaining Unit: PA  
ADA Review: 1994/95, 2003  
DOT: No  
Physical: Class 3  
Status: Classified/Non-exempt  
EEOC Category: EF4\EJ5  
Job Code: C175

**ADA Documentation of Essential Duties**

1. SDE
2. SDE
3. NME
4. SDE
5. OAE
6. SDE
7. SDE