

City of  
**EDMONDS**  
Washington

**PARKING ENFORCEMENT OFFICER (part-time)**

<b>Department:</b>	Police	<b>Pay Grade:</b>	<b>NE 6</b>
<b>Bargaining Unit:</b>	Law Support	<b>FLSA Status:</b>	Non Exempt
<b>Revised Date:</b>	December 2016	<b>Reports To:</b>	Sergeant or Senior Animal Control/Ordinance Enforcement Officer

**POSITION PURPOSE:** Under the supervision of a Sergeant or Senior Animal Control/Ordinance Enforcement Officer, enforces state and local laws and ordinances related to parking and abandoned vehicles; determines violations; issues citations, taking appropriate action when needed; provides information and assistance to the public as warranted.

**ESSENTIAL JOB FUNCTIONS AND RESPONSIBILITIES:**

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Enforces City and state parking laws and ordinances by patrolling assigned areas; prepares police reports and issues citations utilizing police radios, mobile computers, emergency equipment, office and peripheral equipment, vehicles and three-wheeled parking scooters to accomplish work assignments.
- Patrols the community, school zones and parks for parking violations.
- Enforces parking violations; marks vehicles to determine movement, issues parking citations, issues warning notices to violators and assesses abandoned vehicles.
- Returns phone calls concerning parking violations and responds to citizen complaints and/or concerns.
- Maintains and prepares records and statistics for parking infractions and citations.
- Interacts with a variety of people including: the general public, other City employees, fellow officers, other police/law enforcement agencies in order to communicate or exchange information and/or respond to inquiries and questions.
- Assists with maintenance of parking records for statistical reporting to include monthly officer logs and ParkCite databases.
- Organizes, prioritizes and responds to complaints from the public; explains various ordinances regarding parking to the public; interprets and applies laws in the field to effectively and appropriately resolve complaints and enforcement issues.
- Maintains physical ability as noted under Working Conditions (below).
- Performs other duties as assigned.

**Required Knowledge of:**

- Applicable parking and ordinance related codes, laws, rules and regulations.
- City geography and street locations.
- Basic report preparation and record keeping.
- Federal, state, and local laws affecting area of assignment.

## **JOB DESCRIPTION**

### **Parking Enforcement Officer**

- Effective communication principles and practices to include public relations and customer service.
- Interpersonal skills using tact, patience and courtesy.
- Modern office procedures, methods, and equipment including computers and computer software applications sufficient to perform assigned duties.
- English usage, spelling, grammar and punctuation.

#### **Required Skill in:**

- Enforcing parking and other related ordinances to ensure the safety and health of the public.
- Working in a stressful environment with aggressive people to resolve conflicts.
- Using sound judgment and appropriate decision making.
- Conducting ordinance interpretation and enforcement.
- Keeping complete, accurate records and preparing reports.
- Working cooperatively, courteously, but firmly with all segments of the public.
- Working with equipment, tools and materials required in area of assignment.
- Establishing and maintaining cooperative and effective working relationships with others.
- Operating equipment and tools necessary to accomplish assigned work.
- Effective oral and written communication principles and practices to include public relations and customer service.
- Current office procedures, methods, and equipment including computers and computer applications such as: word processing, spreadsheets, and statistical databases.
- English usage, spelling, grammar and punctuation.

#### **MINIMUM QUALIFICATIONS:**

##### **Education and Experience:**

High School Diploma/GED Certificate and prior experience in a work environment that includes records maintenance, investigating or researching issues, and heavy public contact; OR an equivalent combination of education, training and experience.

##### **Licenses or Certifications:**

Valid Washington State Driver's License.

Must maintain any required certifications relating to various data systems (WACIC/NCIC).

Must be able to successfully complete and pass a background check, including a polygraph examination.

May be required to successfully complete and pass other examinations as required by law or by city and department policies, including a medical and psychological exam.

#### **WORKING CONDITIONS:**

##### **Environment:**

- Outdoor environment.
- Driving a vehicle to conduct work.
- Seasonal heat and cold, temperature changes and adverse weather conditions.

**JOB DESCRIPTION**  
**Parking Enforcement Officer**

**Physical Abilities:**

- Ascending/descending stairs, walking, running or otherwise moving.
- Hearing, speaking or otherwise communicating to exchange information in person or by phone.
- Manual dexterity of hands/fingers to grasp, push, pull and otherwise utilize items.
- Sitting, standing or otherwise remaining in a stationary position for extended periods of time.
- Bending at the waist, kneeling or crouching, reaching overhead, above the shoulders and horizontally, crawling, turning and twisting or otherwise positioning oneself to accomplish tasks.
- Driving an assigned work vehicle safely and satisfactorily in both emergency and non-emergency situations.
- Entering or exiting an assigned work vehicle rapidly in an emergency situation.
- Moving with sufficient agility to perform all parking enforcement position functions.
- Operating a computer keyboard.

**Hazards:**

- Traffic hazards and driving a vehicle during adverse weather conditions.
- Working in and around moving traffic.
- Contact with dissatisfied or abusive individuals.

**Incumbent Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Department Head:** \_\_\_\_\_

**Date:** \_\_\_\_\_