

CITY OF BREA

PARKING CONTROL OFFICER

DEFINITION

Under general supervision, on an assigned shift, patrols designated areas on foot or in a vehicle; enforces parking regulations and issues citations for violations; takes minor traffic accident reports; and performs other related duties, as assigned.

SUPERVISION RECEIVED AND EXERCISED

General supervision is provided by a Police Sergeant or Lieutenant. Technical or functional supervision may be provided by other sworn police personnel.

EXAMPLES OF ESSENTIAL JOB FUNCTIONS - Essential job functions include, but are not limited to, the following: *(These functions may not be present in all positions in this classification. When a position is to be filled, the essential functions will be noted in the announcement of position availability. Management reserves the right to add, modify, change or rescind work assignments as needed.)*

Patrols an assigned area on foot or in a vehicle to enforce parking regulations.

Issues citations for parking violations, double parking and illegal parking in red zones, bus zones, load zones and other restricted parking areas.

Marks tires in limited-time parking areas and issues citations for overtime parking.

Locates, marks and arranges for storage of abandoned vehicles, illegally parked vehicles, or vehicles to be stored as a result of arrest.

Takes reports of minor traffic accidents.

Provides information to the public regarding City geography, building locations, and City functions and offices.

Codes, tabulates, and prepares monthly reports concerning moving citations.

Performs clerical duties when assigned.

QUALIFICATIONS

Knowledge of:

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Correct English usage, spelling, punctuation, and grammar.

Office practices, procedures, report writing, and the use of computer programs.

General knowledge of the criminal justice system.

Laws relating to parking regulations, as described under the California Penal Code, Municipal Code, and Vehicle Code.

Knowledge of and ability to use personal protection and restraint techniques.

Ability to:

Learn, interpret, and apply parking regulations and procedures of the Brea Police Department.

Remain calm, courteous, and polite while maintaining composure and displaying a respectful attitude in stressful situations which may involve irate or frustrated drivers or owners of vehicles.

Use skill and ability to provide exceptional customer care and deal with every situation and person in a highly ethical and effective manner.

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

Operate a vehicle with right-side seated driver steering and controls.

Maintain records and write reports.

Understand and carry out oral and written directions independently.

Communicate effectively orally and in writing.

Obtain information through interview and observation.

Work independently and effectively.

Work on variable shifts or other irregular hours as assigned including working overtime, on-call, holidays, and weekends.

Experience and Education:

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To qualify for this classification, an individual must possess any combination of experience and education that would likely produce the required knowledge and abilities and enable the individual to successfully perform the duties of the position. A typical combination is:

Experience

One year of responsible public contact experience.

Education

Possession of a high school degree or G.E.D equivalent.

LICENSE AND CERTIFICATES

Possession of a valid California driver's license issued by the California Department of Motor Vehicles.

OTHER

Must have no felony convictions or misdemeanor convictions involving moral turpitude.

PHYSICAL TASKS AND ENVIRONMENTAL CONDITIONS include, but are not limited to, the following:

Ability to:

Walk considerable distances.

Work outside in inclement weather.

Frequently stand for extended periods.

Frequently reach, lean, twist, turn, grasp, lift and carry, push, pull, bend, kneel, and sit.

Hear and speak to the general public and City staff in person, via police radio communication equipment, and on the telephone.

Read and write reports, logs, and other records.

Input data into computer, typewriter, and calculator.

Exposure to:

Vibrations and pitch of computer, typewriter, and other office equipment.

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Computer glare.

Direct sunlight, heat, humidity, rain, and cold while working outdoors.

Noises such as, but not limited to, sirens, alarms, vehicular traffic, gunfire, and radio communication equipment.

Automotive traffic.

Effective March 16, 1988, new employees shall, as a condition of their continued employment, refrain from using tobacco at any time on or off duty. Violation of this condition of employment may subject the employee to disciplinary action.

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