

# **CITY OF REDWOOD CITY PARKING ENFORCEMENT OFFICER**

## **DEFINITION**

Under general supervision, patrol assigned areas of the City to enforce parking regulations, ordinances and laws; issue citations in instance of violations; perform traffic control services.

## **CLASS CHARACTERISTICS**

An incumbent in this class is responsible for enforcement of local ordinances and state laws governing parking of vehicles. Although related to law enforcement, the incumbent in this class do not carry firearms and is not empowered to take violators in custody. Incumbents typically work in an assigned area of the City, according to established practices and procedures.

## **EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES**

1. Patrol an assigned area of the City to observe vehicles for parking violations; enforce related local regulations and ordinances and State vehicle code laws.
2. Check parking meters and issue citations for expired meters, improper use of specially designated or timed zones or lots, improper parking such as parking on crosswalks or sidewalks, expired registration; improperly licensed vehicles, improperly parked motorcycles, parking in preferential areas and related violations.
3. Monitor and report parking sign problems to appropriate repair staff.
4. Track and report malfunctioning meters to meter repair.
5. Answer a variety of questions from the public regarding parking and related laws; respond to complaints from the public.
6. Assist in traffic control during rush hours and for traffic accidents or other special assignments.
7. Testify in court cases related to parking violations and citations required.
8. Complete data required for citations; maintain records related to work performed.

**CITY OF REDWOOD CITY  
PARKING ENFORCEMENT OFFICER (Continued)**

**OTHER JOB RELATED DUTIES**

1. Perform related duties and responsibilities as required.

**JOB RELATED AND ESSENTIAL QUALIFICATIONS**

**Knowledge of:**

Applicable local and State codes, ordinances and regulations governing parking within the City limits.

Safe work methods and safety regulations pertaining to work, including safe driving principles and practices.

Basic geographic layout of the City.

Effective communication techniques.

Procedures, terminology and techniques to operate two- way radios.

Record keeping procedures.

Basic arithmetic.

**Ability to:**

Interpret, apply, explain and enforce laws, codes and ordinances related to parking enforcement.

Learn the California Vehicle Code

Operate a motor vehicle safely while observing parking violations and conditions.

Exercise sound judgment within established guidelines and supervisory direction.

Analyze situations and determine appropriate course of action.

Prepare clear and concise correspondence.

Establish and maintain effective working relationships with staff, public and other governmental agencies.

Communicate effectively both orally and in writing.

Prepare clear, concise and accurate documentation.

**CITY OF REDWOOD CITY  
PARKING ENFORCEMENT OFFICER (Continued)**

Read and interpret maps.

**Skill to:**

Operate modern office equipment including computer equipment.

Operate a motor vehicle safely.

**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:**

No experience necessary.

**Education:**

Equivalent to the completion of the twelfth grade.

**License or Certificate/ other requirements:**

Possession of a valid California Class C driver's license and have a satisfactory driving record.

**Special Requirements:**

*Essential duties require the following physical abilities and work environment:*

Ability to sit, stand, walk, kneel, crouch, squat, stoop, reach, crawl, twist, climb, and lift 50 lbs.; exposure to cold, heat, outdoors, and dust. Must possess a valid California driver's license, and be able to operate a motorized scooter, when required. Must be willing to work evenings and weekend shifts.

**Effective Date:** January 14, 2008

**Bargaining Group:** Service Employees' International Union – Local 521