

CITY OF HUNTINGTON BEACH CLASS SPECIFICATION



TITLE: PARKING/TRAFFIC CONTROL OFFICER

DATE: APRIL 17, 2019 (REVISED)

JOB CODE:	0262
EMPLOYMENT STATUS:	REGULAR FULL-TIME
UNIT REPRESENTATION:	MEA
FLSA STATUS:	NON-EXEMPT
EEOC CODE:	PROTECTIVE SERVICE WORKERS

JOB SUMMARY

Under general supervision enforces City parking regulations.

SUPERVISION RECEIVED

Reports to: Traffic Control Supervisor

DISTINGUISHING CHARACTERISTICS

Parking Traffic Control Officer initially works under close supervision while learning City geography, laws pertinent to vehicle codes and local ordinances, and the Police Department parking and traffic practices and procedures. As experience is gained, assignments are performed with greater independence.

EXAMPLES OF ESSENTIAL DUTIES

- Patrols assigned routes in a City vehicle to enforce parking and related traffic ordinances
- Enforces parking control ordinances with regards to meter parking and restricted parking zones for a defined region of the City on a rotational basis
- Issues citations using a hand-held computer for illegally parked vehicles and abandoned vehicles; writes citations in the beach recreational zone
- Identifies abandoned vehicles, vehicles with multiple citations, vehicles with expired registration or other violations and coordinates towing of same
- Answers public inquiries; advises on ordinance infractions; responds to complaints about citations
- Follows street sweepers in a vehicle and when needed, issues citations to vehicles parked in path of street sweeper

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- Assists in controlling traffic at collisions, fires, crime scenes, special events or other locations as necessary
- Lifts, carries, and places traffic safety cones and traffic signs in appropriate areas when assigned to assist in traffic control incidents
- May assist sworn and non-sworn personnel with street closures and checkpoints
- Maintains daily records of activities, including number of citations issued, radio calls, activity and patrol time
- Operates and maintains equipment used in the course of duty, including hand-held computers and police radios
- Maintains records, log sheets and files of citations issued and other pertinent information
- Reports to work as scheduled; maintains a regular and consistent attendance record
- Responds to emergency calls for service on a call-out basis; works outside of normal business hours, as needed
- Performs related duties as assigned

The preceding duties have been provided as examples of the essential types of work performed by positions within this job classification. The City, at its discretion, may add, modify, change or rescind work assignments as needed.

MINIMUM QUALIFICATIONS

Any combination of education, training, and experience that would likely provide the knowledge, skills, and abilities to successfully perform in the position is qualifying. A typical combination includes:

Knowledge of:

- Modern office procedures, methods and equipment including the use of computers and supporting software applications
- English usage, spelling, grammar and punctuation
- Principles and practices of filing and record keeping
- Methods and techniques of public relations and customer service
- Safe and efficient work practices s they related to parking enforcement
- Laws governing vehicular parking, including California Vehicle Code, City Municipal Code, Department manuals,
- reporting district maps
- Traffic safety practices.

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Ability to:

- Learn, understand, interpret, and apply applicable codes, regulations, policies, technical processes, and procedures, including vehicle codes and parking ordinances
- Read and interpret maps and other pertinent documentation
- Assess situations while remaining calm and using sound judgment
- Learn and apply terminology and procedures used in parking control enforcement
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- Use a Radar Trailer, Citation Writers, KDT, police radios, OC spray, and flares
- Communicate effectively with employees, the general public and outside authorities
- Work evenings, weekends, and holidays as scheduled
- Provide quality customer service
- Operate a vehicle in a safe manner to travel within various locations of City

Education: High school diploma or equivalent.

Experience: One (1) year's experience performing public contact or customer service work. Experience with enforcement related duties desirable.

Certifications/License: A valid California Class C driver license with an acceptable driving record at time of hire and throughout employment.

Shift Assignment: Must be available to work all assigned shifts, including evenings, weekends and holidays.

Background Investigation: Must successfully pass a comprehensive background investigation.

SPECIAL CONDITIONS

Employees regularly assigned/required to drive a city or personal vehicle in the course and scope of work shall be required to participate in the DMV Employer Pull Notice program.

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Public Employee Disaster Service Worker: In accordance with Government Code Section 3100, all Huntington Beach city employees are required to perform assigned disaster service worker duties in the event of an emergency or a disaster.

PHYSICAL TASKS AND ENVIRONMENTAL CONDITIONS

Incumbents must be able to meet the physical requirements of the class and have mobility, balance, coordination, vision, hearing and dexterity levels appropriate to the duties to be performed.

Work is performed indoors and outdoors. Incumbents use a computer keyboard and related equipment. Incumbents regularly and frequently sit, stand, walk, climb, stoop, crouch, twist, bend, push, pull, reach, grasp, and lift. Requires ability to drive a motor vehicle and entering and exiting vehicle several times a day. May require moving tools and equipment weighing 25 pounds or less. May require ascending and descending ladders/scaffolding and stairs. When work is performed outdoors, there is full exposure to various weather conditions, including inclement weather. Must utilize approved safety equipment and protective gear, including but limited to, hard hats, respirators, life vests, and/or hearing protective devices. Near vision required for reading correspondence and other information. Requires hearing and speaking skills to respond to telephone and radio calls or converse with coworkers and the general public.

Reasonable accommodation(s) for an individual with a qualified disability will be considered on a case-by-case basis.