The City Beautiful

City of Coral Gables
Job Description

Job Title: Parking Enforcement Specialist P/T
Department: Parking
Classification: 0714
Pay grade: $15.57 per hour
FLSA: Non-Exempt

Prepared Date: 03/2015
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Cathy Swanson-Rivenbark

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Summary

Performs responsible work in the enforcement of City Parking regulations to include: issuing tickets/citations for parking violations, court appearances as summoned, and operation of city vehicle. Exercises considerable initiative and independent judgment under the general direction of a supervisor.

Essential Duties and Responsibilities

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification.

Patrols assigned route to include parking lots, garages, and sections of the City, to detect parking violations. Operates a three wheeled, gas powered vehicle. Issues tickets for non moving violations, including overtime parking, expired license tags, and improperly parked vehicles.

Chalks tires of vehicles parked in un-metered and metered spaces, records time, and returns at specified intervals to ticket vehicles remaining in spaces illegally.

Inspects businesses providing valet parking services to detect possible violations. Discusses violations with valet company operator. Issues written citations.

Reports suspected abandoned motor vehicles. Reports missing traffic signals or signs.

Prepares daily transmittal sheets and maintains records of hourly activities.

Appears in court as witness to parking violations, as summoned.

Provides road information and assistance to motorists.

Performs other related tasks as required.

Knowledge, Skills, and Abilities

Knowledge of parking regulations and ticketing procedures. Knowledge of the geography and streets of the City. Knowledge of courtroom procedures. Knowledge of required safety precautions. Ability to enforce County and State regulations governing parking. Ability to deal effectively with the public in stressful situations. Ability to work without direct supervision. Ability to work a flexible work schedule including day and night hours. Ability to prepare clerical reports and perform cashier duties. Ability to react quickly and calmly in emergencies. Ability to perform duties effectively and safely in heavy traffic conditions. Ability to communicate effectively in English, orally and in writing.

Ability to establish and maintain effective working relationships with other employees, City officials and the general public. Ability to constantly get in and out of vehicle and ability to work outside even under adverse weather conditions.

Physical Requirements

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of telephone and personal contact as normally defined by the ability to see, read, talk, sit, stand, hear, hands to fingers dexterity, handle, feel or operate objects, read and write English. Physical capability to effectively use and operate a motor vehicle. Work is both indoors and outdoors. Exposure to extreme temperatures/weather, and noise are common. Must be able to lift, carry and or push articles weighing up to 25 lbs.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job.

Minimum Education and Experience

High school diploma or equivalency.

Must obtain the Florida State Parking Enforcement Specialist Certification within the first thirty (30) days of employment.

Be a U.S. Citizen.

Minimum of two (2) years experience in public contact or enforcement work.

Obtain and submit passing TABE test results with a minimum score of 10.

Must have a valid Florida driver's license with motorcycle endorsement.