



The City Beautiful

City of Coral Gables Job Description

Job Title: Parking Enforcement Specialist Lead **Prepared Date:** 08/2016
Department: Parking **Approved By:** HR/CM
Classification: 0709
Pay grade: 14C
FLSA: Non-Exempt



Summary

Responsible work in the enforcement of City parking regulations. Oversees the work of other Parking Enforcement Specialists.

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.

Oversees the work of Parking Enforcement Specialists on assigned shift. Provides information to, trains, answers questions, and resolves disputes between Parking Enforcement Specialists and the public.

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 and 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. Knowledge of departmental policies and procedures. Ability to oversee and train other Parking Enforcement Specialists. Ability to operate a three wheeled vehicle. Ability to patrol assigned route on foot and in three wheeled vehicle. Ability to deal effectively with the public in stressful situations. Ability to resolve problems. Ability to work without direct supervision. Ability to work ay and night hours. Ability to work a flexible work schedule. Ability to work outdoors in adverse weather conditions. Ability to learn detailed routes and procedures. Ability to create clerical reports and perform cahier 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 supervise the work of others in a manner conducive to full performance and high morale.

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, use hands to fingers, handle, feel or operate objects, read and write English. Physical capability to effectively use and operate various items of office equipment; such as but not limited to a personal computer, calculator, copies and fax machines.

Work is predominately outdoors and involves operation of a three-wheeled vehicle. Must be able to lift, carry and or push articles weighing up to 25 lbs. Exposure to extreme temperatures, noise and dust are common. Must have the physical ability to walk and bend.

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 equivalent.

One (1) year experience as Parking Enforcement Specialist.

Certified as Parking Enforcement Specialist in the State of Florida.

U.S. citizen.

Valid Florida driver's license.

A comparable amount of training or experience may be substituted for the minimum qualifications.