

PARKING CONTROLLER I/II

Class Definition

Under supervision, enforces parking regulations, ordinances, and laws.

Distinguishing Characteristics

Positions in these classes are flexibly staffed. Incumbents in the entry level class of Parking Controller I are expected to progress with appropriate training, experience and satisfactory performance to the journey level class, Parking Controller II. Satisfactory performance requires the ability to perform the full range of duties under a minimum of supervision. Incumbents enforce parking regulations, ordinances, and laws through the issuance of parking charges and citations. Parking Controller II differs from Parking Controller III in that the latter is the advanced working/lead level class in which the incumbent provides lead direction to others. The Parking Controller series differs from the Parking Meter Attendant series in that incumbents of the latter collect money from parking meters and maintain and repair parking meters and related equipment. Employees in this class may be assigned to work any eight hour shift and may be required to work holidays and weekends.

Typical Tasks

(This list is neither inclusive nor exclusive. Consequently, this information may not reflect all Essential Functions for this class.)

Enforces vehicle parking regulations, ordinances, and laws.

Operates a three-wheeled motor vehicle with a two-way radio within an assigned area and may patrol on foot.

Issues parking charge envelopes or citations for on and off street parking violations.

Answers a wide variety of questions from the public regarding parking and related traffic regulations.

Provides directions to public buildings, parks, transportation facilities, and other general locations to the public.

Observes and reports faulty parking meters and reports need for repair or maintenance of parking facilities.

Reports urgent problems or unusual occurrences to supervisor and acts in accordance with instructions received.

Appears in court as a witness when necessary.

Reports suspected criminal activities to the Police Department.

May conduct surveys, studies, and vehicle counts in parking lots and facilities.

Performs other duties as assigned.

Knowledge, Abilities, and Skills

Knowledge of simple mathematics for the purpose of computing parking charges and overtime parking.

Knowledge of local geography including the location of streets, public buildings, and other public facilities.

Knowledge of basic computer recordkeeping and maintenance related inventory controls.

Ability to read and understand laws, ordinances, departmental policies, rules and instructions related to parking enforcement.

Ability to write in a neat and legible manner.

Ability to understand and follow written and oral instructions.

Ability to deal courteously but firmly with the general public.

Skill in the safe operation of a motor vehicle.

Minimum Qualifications

Parking Controller I

One year of work experience involving substantial public contact.

Parking Controller II

One year of experience equivalent to that gained as a Parking Controller I with the City of Fresno.

Necessary Special Requirement

Possession of a valid California Driver's License at time of appointment.

APPROVED: _____
Director

DATE: _____