



EMPLOYMENT OPPORTUNITY

Parking Enforcement Officer

Police Department

Salary: \$2,972 / monthly / G5

Filing Deadline: 5:00 PM, Thursday, May 02, 2024

The City of El Centro is seeking to fill a vacant full-time position of Parking Enforcement Officer in the El Centro Police Department. Applicants should possess the required qualifications as outlined below. Interested applicants should submit a completed job application to the Human Resources Department located at 1275 W. Main St., El Centro by the closing date listed above.

Summary: Under general supervision, patrols assigned areas in vehicle and on foot in order to enforce parking regulations and vehicle codes; impounds vehicles; performs related responsibilities as required.

Distinguishing Characteristics: Receives supervision from a Police Sergeant.

Essential Job Functions:

Essential functions, as defined under the Americans with Disabilities Act, may include tasks, knowledge, skills and other characteristics. The following list is not a comprehensive list; it is intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed, and may be required to perform additional, position-specific tasks.

- Issues parking citations for vehicles illegally parked in timed and handicapped parking areas, and violating general parking ordinances.
- Marks and monitors vehicles in timed parking area.
- Recognizes suspicious or abandoned vehicles and researches Department of Motor Vehicles (DMV) records to identify registered owner and outstanding violations.
- Contacts Police Dispatchers in identifying stolen vehicles.
- Arranges for towing and storage of abandoned or illegally parked vehicles.
- Assists citizens by providing location directions.
- Assists in the transportation of department vehicles to and from repair facilities.
- Reports crimes and emergencies when personally observed or when reported by citizens; may prepare crime reports in the absence of a sworn officer or Community Service Officer.
- Assists with traffic control at parades, civic functions, and in emergency situations.

The preceding activities have been provided as examples of the types of work performed by positions assigned to this job classification. The City reserves the right to add, modify, change, or rescind work assignments as needed.

MINIMUM QUALIFICATIONS

Knowledge of:

- California vehicle codes, laws and regulations.
- City parking ordinances.

Skill to:

- Operate two-way radios.
- Safely operate a motor vehicle.
- Indicate and maintain patrol and location records and log sheets.

Ability to:

- Enforce appropriate regulations professionally with firmness and tact.
- Communicate effectively with good listening skills both orally and in writing.
- Read and understand city map and distinguish direction.
- Learn geographic location of streets, parks, and major landmarks.
- Identify suspicious vehicles or persons on patrol route.
- Identify body style, make, model, and color of vehicle.
- Site specific code violation and fine using summary sheet.

TRAINING AND EXPERIENCE:

- One (1) year of public contact or community service work experience.

EDUCATIONAL REQUIREMENTS:

Required:

- High School Diploma or equivalent.
- Current California Class C driver's license and acceptable driving record must be maintained.

Environmental Factors and Conditions/ Physical Requirements:

- Work is routinely performed outdoors in various weather conditions, varying temperatures.
- Required to sit, stand or walk for extended periods.
- Required to use hands to finger, handle, grip, grasp or feel objects.
- Repetitive hand and arm movement.
- Hand and foot coordination to operate parking enforcement vehicle.
- Required to hear and speak to exchange information in person and on the telephone.
- Required to communicate effectively both verbally and in writing.
- Required to interact with a variety of people.
- Requires occasional bending, stooping, kneeling, reaching, crawling and crouching.

- May occasionally lift and/or move up to 25 pounds.

Equipment and Tools Utilized:

- Personal computer, copier, fax and other office equipment.
- City vehicles.
- Radios, cell phones and/or other communication devices.

If you have a disability that requires assistance at any point in the recruitment process (for example, filling out applications, testing, interviewing), please notify the Human Resources Department. The City of El Centro performs job-related medical/physical evaluations and pre-employment/promotional drug screening. EEO/ADA.