



# PARKING CONTROL OFFICER

Class Code:  
326

Bargaining Unit: AMERICAN FEDERATION  
OF STATE, COUNTY AND MUNICIPAL  
EMPLOYEES UNION

CITY OF CARSON

Established Date: Apr 27, 2016

Revision Date: Apr 27, 2016

## SALARY RANGE

\$19.47 - \$24.80 Hourly  
\$3,375.00 - \$4,298.00 Monthly

## CLASS DESCRIPTION:

### Job Summary:

Under the direction of the Code Compliance Supervisor, enforces provisions of the City's Municipal Code and California Vehicle Code. Issues citations and notices, and responds to related complaints and questions. The Parking Control Officer performs parking control responsibilities, which requires knowledge of City municipal code regulations and the California Vehicle Code.

## ESSENTIAL DUTIES:

### Essential Duties and Responsibilities:

(Management reserves the right to add, modify, change, or rescind related duties and work assignments.)

1. Enforces Carson Municipal Code and California Vehicle Code regulations.
2. Writes citations for violations and performs office follow-up work on citations as required.
3. Marks vehicle tires to determine time violations.
4. Explains and interprets municipal ordinances and other regulations as needed; interfaces with community and governmental agencies as required.
5. Identifies and assists in the removal of abandoned vehicles on city streets.
6. Answers questions and provides information to the public concerning topics related to parking control.
7. Prepares and maintains a variety of files and prepares reports as required.
8. Maintains activity and citation logs.

**EXHIBIT NO. 02**

9. Serves on primary emergency response team in case of emergency or disaster in a position assigned by the City emergency plan.
10. Performs security patrol of activities at municipal facilities and public meetings and coordinate duties with law enforcement agencies.
11. Performs related duties as required.

## **QUALIFICATIONS:**

### **Qualification Guidelines:**

A typical way to obtain the requisite qualifications to perform the duties of this class is as follows:

### **Education and Experience:**

Graduation from high school or GED required. One year of full-time paid experience working in an environment with extensive public contact, responding to the public regarding programs, policies, procedures, rules and regulations.

### **Basic Knowledge of:**

- Safe driving techniques
- Office practices and procedures.
- General recordkeeping practices.
- Interpersonal skills using tact, patience, and courtesy.

### **Skill and Ability to:**

- Enforce provisions of the City's Municipal Code and the California Vehicle Code.
  - Issue citations; respond to related parking control complaints and questions.
  - Interpret and explain required City codes and ordinances and state laws, and apply them to a variety of situations.
  - Effectively communicate orally and in writing.
  - Maintain accurate records and prepare clear and concise reports.
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- establish and maintain effective working relationship with others.

### **License and Certificate:**

Possession of a valid California Class C driver's license. Employee in this classification will be enrolled in the Department of Motor Vehicles (DMV) Government Employer Pull Notice Program which confirms possession of a valid driver's license and reflects driving record.

## **WORKING CONDITIONS:**

### **Physical Requirements and Working Conditions:**

Employee accommodations for physical or mental disabilities will be considered on a case-by-case basis. Positions in this class normally:

- Require the mobility to stand, stoop, reach, and bend.
- Require the mobility of arms to reach and dexterity of hands to grasp and manipulate small objects.
- Require the ability to sit or stand for long periods.
- Require the ability to walk or drive long distances.
- Will be required to work evenings and/or weekends.
- Is subject to outside and inside environmental conditions.
- Perform work which may involve lifting, pushing, and/or pulling of objects which may weigh approximately 25 pounds and may occasionally weigh up to 50 pounds.
- Will be required to use City vehicle in the course of employment.
- May be required to attend periodic evening meetings and/or travel within and out of City boundaries.
- Respond to emergency situations.