

PARKING ENFORCEMENT OFFICER

DISTINGUISHING FEATURES OF THE CLASS: This is routine work which involves the enforcement of parking regulations by issuing parking tickets while patrolling streets and parking areas, generally on foot. The incumbent patrols an assigned area to insure that parked vehicles are not in violation of local ordinances and New York State Vehicle and Traffic Law, and issues tickets to those vehicles found in violation. The work requires frequent contact with the public. Work is performed independently in accordance with detailed rules and instructions, and is reviewed by a supervisor through inspections and records kept. Supervision is not exercised by this class. Does related work as required.

TYPICAL WORK ACTIVITIES:

Patrols an assigned area to insure that vehicles are not in violation of ordinances and NYS Vehicle and Traffic Law;

Issues parking tickets for violations observed, including use of handicapped spaces without proper certification and parking in no-parking zones;

Checks hourly parking in designated areas;

Completes reports regarding habitual violators of illegal parking;

Tactfully advises vehicle operators of the reason for tickets;

Informs the public as to the location of private and public parking facilities and furnishes public information;

May inspect meters for damage, tampering, or defective operation;

May repair or unjam meters;

May collect coins from parking meters; deliver coins, sort coins and deposit money.

FOR POSITIONS WITHIN THE VILLAGE OF ENDICOTT:

Picks up mail at Post Office and delivers to appropriate departments;

Operates automobile to pick up and deliver mail, completed print jobs or any Village printing;

Makes bank deposits.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of local ordinances governing parking;

Ability to follow directions and be courteous to citizens contacted;

Ability to understand and follow simple oral and written instructions;

Ability to learn the procedures and regulations involved in the enforcement of the parking ordinances and other standing violations;

Ability to enforce the ordinances and regulations with firmness and tact;

Ability to keep accurate records and reports;

Ability to deal tactfully with the general public;

Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: None

SPECIAL REQUIREMENT AT TIME OF APPOINTMENT: Depending upon the nature of the assignment, employees may be required to possess a valid license to operate a motor vehicle in New York State, or otherwise demonstrate their capacity to meet the transportation needs of the job.