



DEPARTMENT OF HUMAN RESOURCES
CITY & SCHOOLS

CITY OF STAUNTON
POSITION DESCRIPTION

JOB TITLE: Parking Enforcement Officer	DEPARTMENT: Police Department
IMMEDIATE SUPERVISOR: Support Operations Lieutenant	GRADE/RANK: 6
	FLSA/ESSENTIAL STATUS: Non-Exempt

GENERAL DEFINITION AND PURPOSE OF WORK:

Position performs routine work in the enforcement of ordinances governing parking within the municipality.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

The minimum performance expectations include, but are not limited to, the following functions/tasks:

- Enforces metered parking, customer pick-up, loading, handicapped, fire lane, no-parking zone, and other parking regulations through regular, routine foot patrol activities;
- Issues tickets for violations of parking regulations;
- Provides directions and routine parking information to the public;
- Maintains appropriate records and;
- Performs related tasks as required.

KNOWLEDGE, SKILLS AND ABILITIES:

Must possess customer service ability and be able to problem solve and deal tactfully with the public, interpret and apply policies and procedures, laws and ordinances, communicate effectively with the public, and follow oral and written instructions.

QUALIFICATIONS/EDUCATION AND EXPERIENCE:

Any combination of education and experience equivalent to graduation from high school and some work experience in the application of policies and procedures.

SPECIAL REQUIREMENTS:

Position must work in adverse weather conditions and walk for extended period of time.

PHYSICAL DEMANDS and ENVIRONMENTAL CONDITIONS:

Position requires the ability to walk, stand, bend, reach, and lift. Must be able to work in all weather conditions.

ADA:

The employer will make reasonable accommodations in compliance with the American with Disabilities Act of 1990.

SUPERVISORY RESPONSIBILITIES:

Position does not have supervisory responsibilities. Work is performed under general supervision.

EXAMPLES OF EXPECTED DECISION MAKING:

Position will make decisions on when vehicles are in violation of City ordinances and whether or not to issue parking citation(s).

This job description in no way states or implies that these are the only duties to be performed by this employee. The Parking Enforcement Officer will be required to follow any other instructions and to perform any other related duties as assigned by the supervisor. The City of Staunton reserves the right to update, revise or change this job description and related duties at any time.

EVALUATION:

Performance of this job will be evaluated in accordance with city policy, using information from various sources to study and review the position holder's ability and effectiveness in carrying out the above responsibilities.

Approved by: Chief of Police and Chief Human Resources Officer

Revised Date: 2019