

# CITY OF MILWAUKIE

## **CLASSIFICATION: Parking Enforcement Officer**

Department: Police Department  
Location: Public Safety

Grade Number: 53  
Union: AFSCME

FLSA: Non-exempt  
EEO Category: 5 - Paraprofessional

## **DESCRIPTION:**

This position has responsibility and is the contact person for the City parking enforcement program including monitoring parking and issuing citations for violations of parking code. Incumbent will implement a parking permit system and provide parking enforcement multiple times per day, principally in the downtown area but may also be in other locations throughout the City. Incumbent will provide information and assistance to the public, answer citizen questions, and respond to complaints. Seeks and assures compliance from responsible parties. Testifies in court as necessary presenting all aspects of evidence as necessary. This position may also assist with other code violation issues.

## **DUTIES AND RESPONSIBILITIES:**

*(Tasks listed are intended to be descriptive and not restrictive. An employee in this classification may perform any of the tasks listed; however, these examples do not include all the tasks which an employee may be expected to perform.)*

## **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

1. Routinely patrols City streets on foot or in a vehicle for illegally parked cars.
2. Provides input on the implementation and maintenance of a parking permit system.
3. Maintains up-to-date knowledge of applicable parking code, regulations and ordinances. Researches legal documents and summarizes information.
4. Coordinates activities and works closely with other internal departments such as planning, Police and Court and also with external agencies such as but not limited to Tri-Met and prosecuting attorney.
5. Meets with owners, tenants, businesses, neighborhood groups, etc. to review and explain parking related code requirements and violations or potential violations; seeks and secures code compliance; provides assistance with other code compliance issues.
6. Coordinates the City's response or directly responds to complaints of alleged parking code violations including but not limited to signage, hazardous conditions in the downtown zone and other issues related to the Municipal parking code.
7. Reviews and contributes to evidentiary and legal issues related to cases being prepared for trial: consults with prosecutor; prepares case report for court action; assists in obtaining enhancing, preparing or presenting exhibits or other evidence in court, as required; and testifies in court.
8. Assist the public, public officials and other employees in a friendly and courteous manner.
9. Provides parking data, on request, to support statistical reports. Develops safe work habits and contributes to the safety of self, co-workers and the general public of the City.
10. Contributes to a positive team atmosphere at the City.
11. Has regular and punctual attendance.
12. Performs assigned duties during an emergency situation.
13. Performs other duties as required.

**PARKING ENFORCEMENT OFFICER**  
**PAGE 2 of 3**

**JOB SPECIFICATIONS:**

(Job preparation and prior work experience requirements are minimum standards. Other equivalent combinations of education, training and experience will be considered.)

**1. Job Preparation:**

**a) Education and Work Experience:**

- i) One year of experience in a public contact position preferably with a public sector agency in parking enforcement or related field; and
- ii) High School diploma or GED equivalent; Associates degree preferred or any equivalent combination of education and experience.

**2. Necessary Knowledge, Skills and Abilities:**

**a) Knowledge of:**

- i) Parking inspection techniques.
- ii) Modern office practices and standard accounting and office equipment including computer systems and their application to municipal accounting and fiscal management.

**b) Skill to:**

- i) Facilitate conflict resolution of parking code violations with respective parties.
- ii) Operate office equipment and a variety of word processing and software applications.

**c) Ability to:**

- i) Analyze and interpret parking code compliance issues and adopt effective courses of action.
- ii) Understand specifications, legal documents, City codes and in particular parking, and related regulations and statutes.
- iii) Explain complex codes and regulations to the public, professionals and other agencies.
- iv) Utilize a variety of tools and equipment related to code compliance investigation including digital cameras, parking enforcement handheld device, cell phones, pagers, computers, and office equipment.
- v) Provide objective, concise and professional court testimony.
- vi) Research code issues and related statutes and laws.
- vii) Prepare and maintain accurate and concise records and files.
- viii) Apply local policies, procedures, laws and regulations.
- ix) Maintain confidentiality of data when appropriate.
- x) Communicate effectively.
- xi) Establish and maintain positive working relationships.
- xii) Work as a team member and cultivate a team climate.
- xiii) Perform the essential functions of the job.

**3. Special Requirements:**

- a) Must possess a valid driver's license or an acceptable alternative method of transportation, which allows the incumbent to perform the duties of the position.
- b) Ability to make multiple parking enforcement rounds of up to twelve miles per day.
- c) Must be able to pass the department's security clearance standards including a review of driving record.

**4. Tools and Equipment Used:**

- a) Computer and printer, fax machine and copy machines; Computer software including MS based word-processing, noise meter, scale stick, an automated citation management system, and digital camera, mobile or portable radio and phone; and motor vehicle.

**PARKING ENFORCEMENT OFFICER**  
**PAGE 3 of 3**

5. **Supervision:**

- a) This is a non-supervisory position.
- b) This position reports to the Police Captain.

6. **Communications:**

- a) Requires frequent communication with general public, possible hostile citizens, Municipal court, other City departments and other government agencies.
- b) The communication is generally routine with some degree of complexity in interpreting and explaining code and involves some confidential information.

7. **Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- a) Work is mostly performed in field settings. Frequent exposure to inclement weather, and some traffic hazards.
- b) Work involves walking patrol of several miles per day or in a City owned vehicle.
- c) May occasionally lift and/or move up to 50 pounds.
- d) May occasionally enter private property (with permission) and may have contact with people's pets or other animals.
- e) Drives many days.

*The job classification description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.*

Adopted: 3/01/08  
Revised: 10/26/12