



## **CITY OF CALEXICO**

### **CLASS TITLE: PARKING/TRAFFIC SUPERVISOR**

**MONTHLY: \$3,234 - \$4,334**

**RANGE: S-10**

### **BASIC FUNCTION:**

Under the direction of an assigned Commander, plan, schedule, oversee and participate in the activities and operations of the Parking and Traffic department; assure parking regulations are enforced in accordance with applicable laws and codes; train and evaluate the performance of assigned staff.

### **REPRESENTATIVE DUTIES:**

#### **ESSENTIAL DUTIES:**

Plan, schedule, oversee and participate in the activities and operations of the Parking and Traffic department; assure parking regulations are enforced in accordance with applicable laws and codes.

Train and evaluate the performance of assigned staff including Calexico Unified School District crossing guards; recommend disciplinary actions as needed and recommend transfers, reassignments, terminations, promotions and other personnel actions as appropriate.

Develop and prepare work schedules for staff; assign duties to subordinate personnel and verify completion of duties; assure that beats are covered.

Inspect and review the work of staff involved in issuing parking citations and traffic control; review citations written by Parking/Traffic Officers; input citation information into computer.

Inspect uniforms, vehicles and related equipment; order equipment for assigned staff as needed; schedule department equipment and vehicle maintenance; order, repair and replace parking meters.

Communicate with other departments, the public and outside agencies to coordinate activities, exchange information and resolve issues; interpret, apply and explain applicable laws, codes, rules and regulations as needed.

Operate a variety of office equipment including a copier, fax machine, calculator and a computer; drive a vehicle to perform assigned functions; utilize a two-way radio.

Prepare a variety of records and reports related to assigned activities; receive monies and maintain records of collection; prepare and make bank deposits.

Organize traffic control for parades and various activities affecting traffic control; notify proper authorities of accidents; block streets during emergency situations including utilizing caution tape and cones as appropriate.

Direct and control automobile traffic; assure traffic moves smoothly; issue citations for violations of parking control ordinances and vehicle code violations.

Enforce a wide variety of parking regulations including double parking and illegal parking in red zones, metered areas, handicapped spaces, bus zones, loading zones and other restricted parking areas as needed.

**OTHER DUTIES:**

Serve as an escort for funeral processions.

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Applicable laws, codes, rules and regulations related to assigned activities.  
Principles and practices of supervision and training.  
Modern office practices, procedures and equipment.  
Record-keeping and report preparation techniques.  
Interpersonal skills using tact, patience and courtesy.  
Oral and written communication skills.  
Legal and defensive driving practices.  
Basic math.

**ABILITY TO:**

Interpret, apply and explain applicable laws, codes, rules and regulations.  
Train, supervise and evaluate personnel.  
Maintain records and prepare reports.  
Plan and organize work.  
Assign and review the work of others.  
Operate a variety of office equipment.  
Observe legal and defensive driving practices.  
Understand and follow oral and written instructions.  
Understand and work within scope of authority.  
Compare names and numbers rapidly and accurately.  
Communicate effectively both orally and in writing.  
Establish and maintain cooperative and effective working relationships with others.  
Effectively interact with the public and maintain good public relations.  
Add, subtract, multiply and divide quickly and accurately.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: graduation from high school and two years of parking/traffic enforcement experience involving public contact.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California driver's license.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Indoor and outdoor work environment.

Driving a vehicle to conduct work.

Seasonal heat and cold or adverse weather conditions.

**PHYSICAL DEMANDS:**

Dexterity of hands and fingers to operate a computer keyboard.

Hearing and speaking to exchange information in person or on the telephone.

Walking, sitting or standing for extended periods of time.

Bending at the waist, kneeling or crouching.

Lifting, carrying, pushing and pulling moderately heavy objects.

Reaching overhead, above the shoulders and horizontally to direct traffic.

**HAZARDS:**

Driving a vehicle during adverse weather conditions.

Traffic hazards.

Fumes from vehicle operation.

Contact with dissatisfied or abusive individuals.