



## **CITY OF CALEXICO**

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

**HOURLY: \$15.62 - \$18.99**

**RANGE: G-18**

### **BASIC FUNCTION:**

Under the direction of the Parking/Traffic Supervisor, enforce a wide variety of parking regulations in accordance with applicable laws, codes and rules; direct and control automobile traffic City-wide; perform general clerical duties related to assigned activities.

### **REPRESENTATIVE DUTIES:**

#### **ESSENTIAL DUTIES:**

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; mark vehicle tires; check for abandoned vehicles; issue citations as appropriate; assure compliance with applicable laws, codes and regulations.

Respond to emergency calls; drive a vehicle to perform assigned functions; utilize a two-way radio.

Collect and account for various fees including collected meter monies; prepare and make bank deposits.

Enforce various City and State ordinances and vehicle codes as necessary including expired vehicle registration.

Direct and control automobile traffic; assure traffic moves smoothly; notify proper authorities of accidents; arrange for vehicles to be towed as needed; block streets during emergency situations including placing caution tape and cones as appropriate.

Perform general clerical duties related to assigned activities including sorting and recording citations and maintaining related logs and files; prepare routine reports as directed.

Communicate with the public, outside agencies and City officials to exchange and provide information, coordinate activities and resolve issues.

Serve as an escort for funeral processions; control other special events.

Perform minor repairs to parking meters as necessary; utilize a variety of hand tools.

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**OTHER DUTIES:**

Train and provide work direction and guidance to crossing guards and student and part-time workers.

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Modern office practices, procedures and equipment.

Basic record-keeping and report preparation techniques.

Interpersonal skills using tact, patience and courtesy.

Oral and written communication skills.

Legal and defensive driving practices.

**ABILITY TO:**

Perform clerical duties such as filing, typing, duplicating and maintaining routine records.

Learn, interpret and apply applicable laws, codes, rules and regulations related to assigned activities.

Learn to operate basic hand tools.

Operate a variety of office equipment.

Observe legal and defensive driving practices.

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.

Determine appropriate action within clearly defined guidelines.

Prepare routine reports.

Understand and work within scope of authority.

Compare names and numbers rapidly and accurately.

Type at an acceptable rate of speed.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: graduation from high school and one year of experience involving public contact.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California driver's license.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Outdoor work environment.

Driving a vehicle to conduct work.

Seasonal heat and cold or adverse weather conditions.

**PHYSICAL DEMANDS:**

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Hearing and speaking to exchange information.

Walking, sitting or standing for extended periods of time.

Lifting, carrying, pushing and pulling moderately heavy objects.

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

Bending at the waist, kneeling or crouching.

**HAZARDS:**

Driving a vehicle during adverse weather conditions.

Traffic hazards.

Fumes from vehicle operation.

Contact with dissatisfied or abusive individuals.