

CITY OF BURIEN, WASHINGTON
JOB DESCRIPTION

Title: Parking Compliance Officer
Status: Non-FLSA Exempt, Temporary, PT (12 hrs/wk)

Department: Community Development
Reports to: Community Development Director

The City of Burien believes that each employee makes a significant contribution to our success. This job description is designed to outline primary duties, qualifications and job scope. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

General Position Summary

Performs routine work patrolling parking on city streets and municipal and public parking areas and issuing citations to violators of parking ordinances.

Essential Functions

- Operate a City vehicle and patrol designated areas to enforce the City's parking regulations; patrol assigned areas on foot as required.
- Prepare and issue warning notices and parking citations for a variety of parking violations including overtime parking, double parking, parking in restricted areas, improper parking in disabled parking spaces, or parking in a fire lane.
- Educate the public on City rules and potential consequences for violations.
- Maintain current knowledge of parking regulations and restrictions within the City.
- Explain parking-related regulations and procedures in a professional manner.
- Testify in court regarding citations issued.
- Maintain records and prepare reports related to citations issued.
- Become familiar with, follow, and actively support the vision, mission, values and behavior statements of the department and the City.
- Perform related duties as assigned.

Job Scope

Work is subject to regular and recurring work situations with a moderate level of complexity. Incumbent operates from established and well known procedures independently with minimal supervision.

Interpersonal Contacts

Contacts are normally made with department staff and others outside the organization.

Specific Job Skills

Knowledge of

- Applicable state and local parking regulations and restrictions.
- Conflict resolution methods and techniques.
- Oral and written communication methods.

Ability to

- Enforce the City's parking regulations and issue citations appropriately.
- Interpret, apply and explain codes, rules, regulations, policies, and procedures.
- Interact with the public in a tactful, courteous and professional manner.
- Interact and communicate effectively with individuals of diverse cultural and socio-economic backgrounds.

- Establish and maintain trust, confidence, and effective working relationships with residents, business owners, City staff, and law enforcement personnel.
- Communicate effectively, both orally and in writing.
- Testify in court regarding citations issues.
- Work with difficult individuals regarding challenging situations.
- Analyze situations accurately and adopt an effective course of action.
- Operate a City vehicle and parking enforcement equipment.
- Accurately maintain records.

Mental Activities

Position requires continuous customer service, independent judgment and/or action, decision making and ability to read, speak, write, and understand English; frequent interpersonal skills, use of discretion, and negotiation; occasional creativity, problem analysis, and performance of basic math.

Physical Activities

Position requires continuous talking, hearing, and repetitive motions of hands and wrists; frequent sitting; occasional standing, walking, repetitive motions of feet, feeling, and bending; rare stooping, reaching, crawling, kneeling, handling and fingering. Incumbent must be able to push, pull, lift, and carry five pounds.

Education and/or Experience

Any combination equivalent to graduation from high school and sufficient training and experience to demonstrate the knowledge and abilities listed above

Special Requirements

- Successful completion of pre-employment background check.
- Valid Washington State driver's license with satisfactory driving record.
- Ability to obtain a limited commission.

Job Conditions

Environment

Work is performed in both office and field environments and requires travel to a variety of locations to perform work. Employee may be exposed to noise from basic office equipment operation, all weather conditions, unrestrained animals, dissatisfied or abusive individuals, potentially hazardous materials, equipment, fumes, vapors and/or conditions from vehicular traffic. Walking over un-even surfaces may be required.