

**CITY OF FORT BRAGG  
JOB DESCRIPTION**

**JOB TITLE:**      **PARKING ENFORCEMENT ATTENDANT**

**REPORTS TO:**    **Police Chief**    **TYPE:** Non- Exempt, Temporary, Part Time, Flexible Hours

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

**POSITION SUMMARY:**

Under general supervision of the Chief of Police or designee, enforces City parking regulations; interacts with the public in regard to enforcement issues and general information matters; coordinates maintenance for the parking enforcement vehicle, equipment, and signs. This is a temporary part-time position with flexible hours, not eligible for benefits and not to exceed 1,000 hours.

**ESSENTIAL FUNCTIONS:**

Constant walking and standing on hard surfaces, frequent bending and stooping, grasping, holding and use of tire marking device; frequent use of wrist in a twisting motion to use tire marking device, frequent holding of a booklet in one hand while writing with the other hand. Frequently using both hands/arms in reaching, handling, grasping, and keyboarding, while using a variety of office equipment; frequently using a telephone and computer to communicate with coworkers and the public. Sitting for moderate periods of time driving a vehicle,

Constant driving; must possess a valid California driver's license. Must be able to communicate verbally to give and receive oral information in English. Must have good hearing abilities in order to hear activities which would place the Attendant in danger of injury if unable to hear those sounds; must be able to communicate by hearing a portable radio or hearing a listening device. Normal vision in both eyes for day and night; correctable to 20/20 with glasses or contact lenses. Vision cannot be tunnel or have any obstruction which would not allow for operating a motor vehicle or observation of other activities; must have good peripheral vision while driving and also be able to read clocks, penal and other codes and complete citations or other fine print; must be able to read license plates or observe other activity at a distance; must have normal color vision and be able to distinguish solid colors for descriptive information on vehicles, persons, clothing and other information as required

**TYPICAL DUTIES AND RESPONSIBILITIES:**

- Enforces motor vehicle parking regulations in downtown business district, e.g., marks tires and monitors parking time periods, checks loading and red zones;
- Patrols City streets on foot or in vehicle;
- Identifies and determines vehicle parking illegalities, writes and/or issues citations or warnings in accordance with City regulations, ordinances and procedures;
- Interacts intensively with the public on an ongoing basis; receives, listens to and skillfully handles parking enforcement issues and complaints;
- Logs citations on register;
- Runs vehicle registration on police radio or computer when practical;
- Records registration information on citations;
- coordinates maintenance for the parking enforcement vehicle, equipment, and signs;
- Files information;
- Performs general office duties as necessary.

**JOB TITLE: PARKING ENFORCEMENT ATTENDENT**

- Performs other related duties as assigned.

**MATERIALS, EQUIPMENT AND TOOLS:**

Vehicle as assigned; uniform as determined by the Department; computer and specified computer software programs; police radio, computer, pencil or pen, typewriter and copier.

**DESIRABLE SKILLS, KNOWLEDGE AND ABILITIES:**

**Knowledge of:**

- City vehicle parking regulations, codes, ordinances and practices.
- Procedures, terminology and techniques to operate two-way radios.
- Use of office equipment such as computer, for data inquiry, typewriter, copier.
- Provisions of the California Penal Code and Vehicle Codes relating to functions performed by non-sworn personnel.

**Ability to:**

- Interpret, apply, explain and enforce regulations, codes and ordinances related to parking.
- Exercise sound judgment within established guidelines and supervisory direction.
- Analyze situations and determine appropriate course of action.
- Establish and maintain effective working relationships with staff and public.
- Communicate effectively both orally and in writing.
- Prepare and maintain clear, concise and accurate documentation.
- Deal tactfully, fairly, but firmly, with the public.

**MINIMUM EDUCATION/EXPERIENCE REQUIREMENTS:**

- High School Diploma or GED; and
- Possession of a valid Class C or higher California Driver's license; and
- A good driving record.

**DESIRABLE EXPERIENCE/EDUCATION:**

Any combination of training and/or experience which would likely provide the required knowledge and abilities is qualifying.

**NOTE:** *Accommodations may be made for some of the non-essential functions/requirements listed for qualifying individuals who require such accommodation, due to a qualifying disability.*