

## CITY OF EASTVALE



### **STREET SWEEPING ENFORCEMENT OFFICER (Part-time)**

#### **DEFINITION**

Under general supervision, to patrol designated routes or areas within the City to enforce appropriate codes, laws, and regulations pertaining to public parking on City owned streets; and to perform related duties as required.

#### **SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from supervisory or management level staff.

#### **ESSENTIAL FUNCTIONS**

*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.*

1. Ensures compliance with City parking ordinances.
2. Drives an assigned route behind street-sweeping equipment and cites vehicles parked in violation of posted street sweeping and other parking signs and restricted zones.
3. Issues citations and warnings; maintains various logs and records manually and electronically relating to parking enforcement operations; downloads data at the end of the route.
4. Inputs and retrieves a variety of information using a computer terminal.
5. Testifies in court and at administrative proceedings regarding parking violations, as required.
6. Responds to citizen inquiries and complaints; follows-up with assigned supervisor.
7. Safely operates a City vehicle and ensures equipment is in proper working order.
8. Takes photographs and necessary measurements when necessary.
9. Provides public with information regarding parking regulations.
10. Provides excellent customer service with a pleasant and calm demeanor, and effectively handles confrontation with the public in occasional high stress situations.

11. Assumes responsibility for ensuring the duties of the position are performed in a safe, efficient manner.
12. Performs related duties as required.

### **EXPERIENCE, TRAINING, AND LICENSE**

*Any combination of experience and training that would likely provide the required knowledge and abilities may be qualifying. A typical way to obtain the knowledge and abilities would be:*

#### **Qualifications:**

- OPTION 1: One year of experience involving public contact, and equivalent to the completion of the twelfth grade.
- OPTION 2: Completion of a Bachelor's degree.
- OPTION 3: Completion of an Associate's degree and six months experience involving public contact.

#### **License/Certificate:**

Possession of an appropriate, valid Class "C" California driver's license and a satisfactory driving record.

### **KNOWLEDGE, SKILLS, AND ABILITIES:**

#### **Knowledge of:**

City ordinances governing parking regulations; safety laws and concepts; principles of record keeping and reporting; modern office procedures, methods and computer equipment; safe work methods and safety regulations.

#### **Ability to:**

Read, understand, interpret, apply and explain ordinances, rules, regulations, policies and procedures related to parking enforcement; read and interpret maps; communicate effectively both orally and in writing; and deal constructively with conflict and develop effective resolutions; establish and maintain cooperative working relationships; provide excellent customer service; skillfully and safely operate a motor vehicle when required in the course of performing work duties.

### **SPECIAL REQUIREMENTS**

Ability to attend special City events including weekends, evenings and holidays, as required.

Ability to attend night meetings and work extended hours, as needed and/or required.

### **PHYSICAL AND MENTAL DEMANDS**

*The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

**Physical Demands:**

While performing the duties of this class, the employee is constantly required to sit and frequently stand, walk, talk and hear, both in person and by telephone; drive and operate a motor vehicle; use hands or fingers to handle, touch, or operate standard office equipment; and reach with hands and arms. The employee occasionally reaches for item above or below desk level, and lifts and carries records and documents, typically weighing less than 20 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus. Travel by vehicle while conducting City business.

**Mental Demands:**

While performing the duties of this class, the employee may be required to deal constructively with conflict and in developing effective resolutions.

**WORKING CONDITIONS**

The employee typically works in an office and field environment. Non-traditional work hours may be required in order to accommodate the City's needs including attendance at City Council meetings, special City events, and related matters. These hours may include, but are not limited to: weekends, evenings and holidays. Generally clean work environment with limited exposure to conditions such as dust, fumes, odors or noise. Travel throughout the City is required.

**FLSA STATUS**

This is a non-exempt classification.