CLASS TITLE: PARKING INSPECTOR LEAD

PURPOSE OF THE CLASSIFICATION: Under limited supervision, enforces on-street/curb parking regulations and issue citations for violations as authorized and provides direction, instruction and organizes work efforts for Parking Inspectors and contract employees and performs other related assigned duties

ESSENTIAL TASKS:
- Enforces on-street/curb parking regulations
- Assists with development of parking system standards and policies for a growing parking system
- Serves as a lead providing work direction, training and scheduling of other inspectors
- Conducts first level of review of citations
- Prepares related daily and monthly reports, and presents as required to management
- Coordinates meter coin collections
- Performs minor repairs on equipment
- Reviews system integrity to identify deficiencies
- Meets with parking ordinance violators to resolve conflicts
- Must report to work on a regular and timely basis

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

QUALIFICATIONS:
Training and Experience: Graduation from high school or possession of a General Educational Development Certificate (GED, and five (5) years of progressively responsible experience in work involving public safety/security; or an equivalent combination of training and experience per Personnel Policies and Procedures, Section 128.

Knowledge, Abilities, and Skills: Comprehensive knowledge of effective conflict management, comprehensive knowledge of navigating and geography of city streets; good knowledge of on-street/curb parking regulations; good knowledge of safe driving practices; good knowledge of customer service principles, good knowledge of office procedures and methods, and computer equipment operation, as well as basic recordkeeping principles. Ability to communicate and write legibly; ability to follow verbal and written instructions; and the ability to courteously and tactfully communicate with fellow workers, supervisors, other members of the organization, and the public, in giving and receiving information.

Physical Requirements: Physical requirements include arm and hand steadiness and finger dexterity enough to use a computer, two-way radio and telephone; health and physical condition to permit the full performance of the essential tasks even in severe and/or adverse weather conditions; frequent lifting, carrying and pulling up to 50 pounds; may be subject to walking, standing on feet for long periods of time; reaching, balancing, bending, kneeling, handling, feeling, smelling and twisting; and vision, speech and hearing sufficient to perform the essential tasks.

Licenses and Certificates: Possession of a valid Oklahoma Class "D" Driver's license; and obtain a City of Tulsa Code Citation Certification within six (6) months of employment; and must be licensed by the Oklahoma Council on Law Enforcement Education and Training (CLEET) as an Armed Security Guard.

WORKING ENVIRONMENT: Working environment is primarily outdoors; includes inclement weather and occasionally extreme conditions.

Class Code: 5514
EEO Code: N-05
Pay Code: OT-19

Group: Public Safety
Series: Public Safety Technical