

CLASS TITLE: PARKING INSPECTOR

PURPOSE OF THE CLASSIFICATION: Under general supervision enforces on-street/curb parking regulations and issues citations for violations and other related assigned duties.

ESSENTIAL TASKS:

- Enforces on-street/curb parking regulations on an assigned area
- Issues citations for violations of posted signage
- Completes various daily reports, logs, voids, tow lists and related paperwork
- Assists the public in providing information and directions to various destinations
- Patrols assigned areas
- Directs traffic in congested areas and non-emergency situations
- 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 three (3) 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: Good knowledge of on-street/curb parking regulations; and good knowledge of the geography of the City. Ability to communicate and write legibly; ability to follow verbal and written instructions; and the ability to understand and influence the behavior of others within the organization, customers or the public in order to achieve job objectives and cause action or understanding.

Physical Requirements: Physical requirements include arm and hand steadiness and finger dexterity enough to use a two-way radio and telephone; good health and physical condition to permit walking all day long distances under adverse weather conditions; frequent lifting, carrying and pulling up to 5 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" Operator's License and possession of Code Citation Certification within three (3) months from date of hire.

WORKING ENVIRONMENT: Working environment is primarily outdoors and in inclement weather and occasionally indoors.

Class Code: 5512

EEO Code: N-05

Pay Code: OT-15

Group: Public Safety

Series: Public Safety Technical

Effective Date: January 27, 2021