Parking Officer

BASIC FUNCTION:
Under the direction of an assigned supervisor, patrol assigned areas and issue citations to illegally parked vehicles to maintain control of vehicles parked on campus; promote campus safety and control.

REPRESENTATIVE DUTIES:

1. Patrol assigned areas and issue citations to illegally parked vehicles to maintain control and security of vehicles parked on campus; promote campus safety and control.

2. Perform traffic control duties including manual traffic direction at special events or otherwise as required; place traffic barricades to direct and restrict traffic flow; arrange towing of vehicles.

3. Prepare reports regarding parking citations.

4. Communicate with individuals in person or on the telephone regarding parking citation complaints; investigate complaints.

5. Operate a computer, two-way radio, traffic control equipment and other assigned equipment; maintain cleanliness and up-keep of security vehicles.

6. Load parking permit machines; perform preventive maintenance as necessary; oversee the collection of parking permit monies as required.

7. Observe and report violations requiring police or security office assistance.

8. Train and provide work direction to assigned staff as directed.

9. Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

1. Provisions pertaining to traffic and crowd control.

2. Operation of a computer and assigned equipment.

3. Record-keeping techniques.

4. Oral and written communication skills.

5. Interpersonal skills using tact, patience and courtesy.

ABILITY TO:
1. Demonstrate understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, cultural, disability, religious background and sexual orientation of community college students, faculty and staff.

2. Patrol assigned areas and issue citations to illegally parked vehicles to maintain control of vehicles parked on campus.

3. Promote campus safety and control.

4. Interpret, apply and explain rules, regulations, policies and procedures.

5. Analyze situations accurately and adopt an effective course of action.

6. Establish and maintain cooperative and effective working relationships with others.

7. Communicate effectively both orally and in writing.

8. Operate a computer and assigned equipment.

9. Observe legal and defensive driving practices.

10. Work independently with little direction.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: Security experience. Valid California's Driver's License required.

WORKING CONDITIONS:

ENVIRONMENT:

1. Indoor and outdoor work environment.
2. Driving a vehicle to conduct work.
3. Adverse weather conditions.
4. Regular exposure to fumes and odors.

PHYSICAL ABILITIES:

1. Hearing and speaking to exchange information.
2. Dexterity of hands and fingers to operate assigned equipment.
3. Seeing to read various materials.
4. Standing or walking for extended periods of time; bending at the waist, kneeling or crouching.
5. Lifting moderately heavy objects; reaching overhead, above the shoulders and horizontally during traffic control.

HAZARDS:

1. Contact with dissatisfied or abusive individuals.

DATE APPROVED: April 2, 2002
RANGE: N-33
EEO-CATEGORY: H-70