

Jurisdictional Class: Competitive

Adopted: November 29, 2023

**SENIOR PARKING ENFORCEMENT OFFICER**

**DISTINGUISHING FEATURES OF THE CLASS:** This is routine patrol and enforcement work of a non-police nature. The duties of this position involve enforcement of parking regulations which include meter repair, pedestrian crossing, and other traffic control and messenger work. The position may also enforce minor code violations such as snow removal on sidewalks, overflowing of refuse and garbage and other related minor non-moving violations. The functional duties are similar to those of Parking Enforcement Officer, except that through training and experience, a Senior Parking Enforcement Officer has acquired the necessary skills to assist the department with oversight of parking enforcement operations. The incumbent will work with other jurisdictions on a regular basis to resolve parking related issues. The work is performed under general supervision with considerable leeway allowed for the exercise of independent judgment in carrying out the details of the work. The work involves extensive outdoor activities exposing the incumbent to varying weather conditions. Since the incumbent may issue appearance tickets, the consequence of his/her actions may be serious, making sound judgments a prime requisite of the position. Supervision may be exercised over subordinate personnel. The incumbent does related work as required.

**TYPICAL WORK ACTIVITIES:** (Illustrative only)

Assists department head with oversight of parking enforcement operations, ensuring adherence to established parking regulations by both parking enforcement personnel and the general public;

Assists department head with oversight of parking management systems;

Patrols municipal streets and parking lot areas to detect parking violations, including illegal parking, overtime parking, expired meters, and blocking of hydrants;

Issues appearance tickets for non-moving traffic violations;

May enforce minor non-moving code violations such as snow removal on sidewalks, overflowing of refuse and garbage and other related minor non-moving violations;

Provides training and may supervise newly appointed Parking Enforcement Officers;

Answers questions for and directs visitors and general public;

Performs a variety of clerical work in connection with the duties of the position, including filing and maintaining reports for parking violations, tickets collected, and revenue, and creates an analytic comparison as needed;

Collects, rolls, posts, and makes bank deposits of money from parking and minor non-moving fines and/or parking meters;

Maintains parking enforcement inventory, and makes purchases as needed;

Inspects parking meters for proper operation and makes repairs as needed;

May be required to appear in court regarding parking and minor non-moving violations and summonses;

May be required to serve summonses for municipal police court;

Special projects as assigned.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS:**

Thorough knowledge of the geography of the municipality;

Thorough knowledge of the location of prominent public and private facilities within and near the municipality;

## Senior Parking Enforcement Officer

Thorough knowledge of municipal parking and traffic regulations;  
Ability to analyze and organize data and prepare and maintain detailed records and reports;  
Ability to establish and maintain effective working relationships with others and to deal effectively with the public;  
Ability to repair and replace parking meters;  
Ability to read and interpret State Motor Vehicle and Traffic Law and other state and local laws, ordinances, and regulations;  
Ability to keep a variety of written records;  
Ability to write legibly;  
Ability to express oneself clearly and concisely;  
Sound judgment.

**MINIMUM QUALIFICATIONS:** Graduation from high school or possession of a high school equivalency diploma, and five (5) years of experience in parking enforcement.

**NOTE:** Assignments made to employees in this class will require reasonable access to transportation to meet field work requirements in the ordinary course of business.