

CITY OF HIBBING

JOB DESCRIPTION

JOB TITLE Parking Enforcement Officer	DATE January 2011
DEPARTMENT Police	COMPARABLE WORTH RATING

REPORTS TO – Chief of Police and Deputy Police Chief

SCOPE OF POSITION

General Statement of Duties: Monitors and insures compliance with State and City parking regulations.

Supervision Received: Works under the daily direction of the Shift supervisor with overall supervision by the Chief of Police.

Work Environment: Primarily outdoors in all weather conditions.

Supervision Exercised: None

PERFORMANCE RESPONSIBILITIES

The following list is not intended to be all-inclusive, as duties will vary depending upon the direction of the Chief of Police.

- Monitors and issues citations to insure parking compliance in the business district, school zone, and other assigned areas on foot or by Cushman. This includes, but is not limited to; permit parking, calendar parking, 2 or 24 hour parking, overtime parking and unpermitted handicap parking.
- Locates/tracks missed, stolen and counterfeit permits and takes necessary enforcement action.
- Issue and updates parking permits to residents.
- Reports to appropriate authorities, violations requiring towing of the cited vehicle and remaining on scene as the cited vehicle is towed.
- Report to appropriate city authorities, defective or missing traffic control devices or other hazards to public safety.
- Identifies problem areas and submit written corrective action suggestions to the Chief of Police.
- Investigate and answer complaints regarding contested parking citations, determining their validity and handling them appropriately.
- Appear in court at hearings regarding contested traffic citations.
- Represents the City of Hibbing at meetings regarding parking issues concerning organizations, businesses owners or residences (as to Chief's request).
- Provide information to the public regarding parking regulations and facilities, and the location of streets, buildings and points of interest.
- Provides traffic control and first aid equipment when needed.
- Communicates to the School Resource Officer at the high school of frequent parking violators.
- Assist Liaison Officer during seatbelt safety.
- Distributes School Opening Awareness posters to area businesses.

- Post signs advising the community of upcoming street closings due to parades and/or street dances.
- Submits daily activity report to the Chief of Police.
- Initiates and maintains good public relations in assigned areas of responsibilities.
- Efficiently use the mobile police radio, Velosum program equipment (Bluetooth pen/cell phone), and police department computers.
- Performs general preventive maintenance on Cushman and reporting problems to supervisor.

- KNOWLEDGE, SKILLS, ABILITIES**
- Ability to carry out simple verbal or written instructions necessary for the performance of semi-repetitive manual tasks.
 - Ability to communicate tactfully and effectively with elected officials, city staff, and the general public.
 - Ability to spell correctly, write legibly and accurately record information.
 - Ability to follow instructions and to work independently.
 - Ability to organize.
 - Ability to understand problems, identify solutions, and to give clear and satisfactory explanations.
 - Ability to walk and maintain scheduled route
 - Have working knowledge of all State and Local Laws and ordinances relating to parking enforcement and regulations
 - Ability to safely operate and maintain the Cushman.
 - Ability to use computerized devices used in issuing and tracking parking citations.
 - Ability to walk miles a day and handle exposure to extreme temperatures/weather.

- MINIMUM QUALIFICATIONS**
- High school diploma or equivalent
 - Working knowledge of State Statutes and local ordinances as they relate to parking enforcement and regulations
 - Class "D" Driver's License

Police Commission: _____

Date _____