

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
PARKING ENFORCEMENT OFFICER I - 1640

DEFINITION:

Under general supervision, to patrol an assigned geographic area and issue parking violation notices; to provide general information to the public; and to perform related work.

*** EXAMPLES OF DUTIES:**

- Patrols an assigned area of the City driving three-wheeled scooters, small pickup trucks, electric powered vehicles, or bicycles or walking and issues citations or warnings using hand-held computers for violations of California Vehicle Code provisions and parking control ordinances, e.g., parking time limit zones, tow away zones, loading zones, and metered parking areas;
- Impounds illegally parked or abandoned vehicles;
- Checks vehicle, parking citation, and registered owner information via computer;
- Testifies in court;
- Reviews and makes recommendations on citation dismissal requests;
- Marks vehicle tires to determine time violations;
- Explains parking regulations and gives general information to the public;
- Keeps appropriate records of violation notices issued;
- Voids citations when warranted;
- Makes reports of damaged or inoperative parking meters;
- Services own vehicle;
- Recommends traffic improvements;
- Prepares reports concerning parking related problems;
- Reports stranded motorists and any hazardous conditions requiring police action;
- Investigates improper traffic control practices by construction crews and issues notice of violation or notice to appear as appropriate;
- Conducts field investigations of unlawful use of disabled parking placards and issues citations for violations;
- Provides information to Police Department regarding stolen vehicles found illegally parked or evidence found in abandoned vehicles;
- Uses a computer to access vehicle information and other information;
- Operate a two-way radio and maintains assigned vehicle;
- May direct traffic.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for

- * EXAMPLES OF DUTIES performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.**

recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

One year of full-time experience responding to requests for factual information from the public by providing accurate details regarding programs, policies, procedures, rules, and/or regulations; **OR** six months of full-time experience enforcing codes and issuing citations. Possession of a valid California C Driver's License.