



MARCH 2015
FLSA: NON-EXEMPT

PARKING CONTROL/ FACILITY MAINTENANCE

DEFINITION

Under general supervision, enforces City parking regulations in an assigned area; provides general information and assistance to the public; performs a wide variety of maintenance and repair of dock facilities and surrounding areas; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Harbor Master. Exercises no supervision of staff.

CLASS CHARACTERISTICS

This is a single-position classification that performs the full range of duties required to ensure that City buildings and facilities provide the highest level of safety for public and staff use, provides information to the public, and enforces City parking regulations. Responsibilities include inspecting and attending to assigned areas in a timely manner and performing a wide variety of tasks in enforcing parking regulations. Positions at this level perform the full range of duties as assigned, working independently, and exercising judgment and initiative. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit. This class is distinguished from other non-sworn classes in that it performs activities specifically related to parking control enforcement.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Patrols assigned routes to enforce parking and related traffic ordinances; marks vehicles in timed parking areas; issues citations; writes warnings and amendments to previously issued citations.
- Patrols assigned routes to enforce street sweeping parking ordinances; issues citations as necessary; writes warnings and amendments to previously issued citations.
- Issues non-moving traffic citations for violations observed.
- Responds to questions and complaints from the public or refers to supervisor, as necessary.
- Reports needed repairs of streets and traffic signs and signals to appropriate staff.
- Reports traffic accidents and criminal activities or related occurrences to appropriate police units.
- Operates and maintains specialized equipment, including police radios and cones.
- Assists in controlling traffic at accident scenes or other emergency situations as needed.
- Performs security checks and enforces harbor and marina rules and regulations; interacts with individuals from various socio-economic backgrounds and may encounter hostile situations in the course of work.



- Inspects, repairs, and maintains assigned waterfront facilities, including cleaning and providing repair services and assists with preparations for special events.
- Performs preventative maintenance and minor maintenance and adjustments on equipment, appliances, facilities, and buildings, including replacing light bulbs, and basic painting, carpentry, electrical, and plumbing work; identifies and reports additional building maintenance needs to appropriate staff.
- Operates a variety of equipment including cranes to transport boats in and out of the water.
- Assists officers and non-sworn staff as needed, including assisting with street closures, checkpoints, and other special events, child seat safety inspections, and providing transportation for citizens.
- Maintains accurate records, log sheets, and files; submits copies of citations to appropriate staff; prepares related daily and monthly reports.
- Assists and provides information to boaters, renters, and the general public.
- Administers basic first aid and CPR as necessary.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Basic principals, practices, tools, and materials as they relate to the maintenance and repair of infrastructure, facilities, systems, and appurtenances similar to those in a municipal environment.
- Traffic control procedures and traffic sign regulations.
- Occupational hazards and safety equipment and practices related to the work.
- Basic principles of record keeping.
- Principles and practices of data collection and report preparation.
- Modern office practices, methods, and computer equipment.
- Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
- Basic CPR.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.

Ability to:

- Perform basic construction, modification, maintenance, and repair work.
- Troubleshoot maintenance problems and determine materials and supplies required for repair.
- Memorize codes, names, street locations, and other information.
- Read and interpret maps and other pertinent documentation.
- Interpret, apply and explain policies, procedures, regulations, ordinances, codes, and regulations.
- Assess situations while remaining calm and using sound, independent judgment.
- Maintain accurate records and files.
- Compile and summarize information to prepare accurate, clear, and concise reports.
- Organize own work, set priorities, and meet critical deadlines.
- Safely and effectively use and operate specialized equipment required for the work.



- Handle medical emergencies and injuries in a calm and effective manner, including providing basic first aid and/or CPR.
- Operate modern office equipment including computer equipment and software programs.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy and legal guidelines in politically sensitive situations.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to possession of a high school diploma and (2) years of general experience involving public contact.

Licenses and Certifications:

- Possession of, or ability to obtain, a valid California Driver's License by time of appointment.
- Possess and maintain First Aid Certificate and CPR Certificate.

PHYSICAL DEMANDS

Must possess mobility to work in the field; strength, stamina, and mobility to perform light physical work, to climb and descend vehicles, and to operate varied tools and equipment; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone or radio. The job involves fieldwork requiring frequent walking in operational areas to identify problems or hazards. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate above-mentioned tools and equipment. Positions in this classification bend, stoop, kneel, reach, and climb to perform work and inspect work sites. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds.

ENVIRONMENTAL ELEMENTS

Employees work in the field and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with upset staff and/or public and private representatives, and contractors in interpreting and enforcing departmental policies and procedures.