

**CITY OF FORT WAYNE JOB POSTING**

**Applicants must meet duties/essential functions and minimum requirements.**

Job Vacancy:	<b>Parking Control Officer</b>	Department:	Parking Administration
Requisition Number:	2017197		
Hours:	The days may vary between Monday through Saturday, and the hours may vary between 8am to 9:00pm.	Rate of Pay:	\$38,121.00 Annually
Date Posted Up:	12/5/17	Date Posted Down:	12/11/17
Time Up:	8:00 a.m.	Time Down:	5:00 p.m.

**SUMMARY**

Working under the direction of the Supervisor of Parking Control incumbent enforces and issues citations to vehicles parked in violation of City Statutes. Assists with the enforcement of applicable laws and City policies relating to residential parking and abandoned vehicle code infractions. The incumbent is expected to exercise good judgment, independence, initiative, and professional expertise in conducting day-to-day operations. All work duties and activities must be performed in accordance with the City safety rules and operating regulations, policies and procedures as well as federal, state, and local regulations.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the ability to interact with the public, City incumbents, and outside agencies with patience, tact, respect, and professionalism and the following. Other duties may be assigned.

- Enforces parking codes on city streets, Shopping Centers, residential areas, and issues citations as necessary;
- Works to control extended parking at parking meters by ticketing or towing vehicles;
- Receives and responds to citizen complaints concerning abandoned vehicles and issues tickets as necessary;
- Collects money from meters when necessary;
- Picks up stolen bicycles and transports to storage;
- Attends court hearings and gives testimony for cases involving citizen dispute of violations;
- Post "No Parking" signs and bags meters as assigned;
- Reports illegal vehicles and other illegal activities to appropriate department;
- Determines abandoned vehicle and residential parking violations, and provides notice to vehicle owners through the red-tagging of vehicles;
- Tows abandoned vehicles, pulls suspended license plates and vehicles with expired license plates;
- Issues warning citations in accordance with local ordinances;
- Prepares daily reports of duties performed and tickets issued;
- Lifts 50 pounds and carries the weight a minimum of 30 feet;
- Works in adverse weather conditions including extremes of temperature, humidity, precipitation and dust;
- Maintains valid Indiana Driver's License.

**MARGINAL FUNCTIONS**

Performs other duties as required or assigned.

**PERFORMANCE EXPECTATIONS**

The incumbent is responsible to manage their performance in accordance with this job description and the performance expectations provided to them by management. If at any time the incumbent is unsure

of their role or specific responsibilities, it is the incumbent's responsibility to refer to their job description and ask for clarification from their supervisor. Management will work with the incumbent, as needed, to ensure performance expectations are clearly communicated and performance goals are achieved.

### **SUPERVISORY RESPONSIBILITIES**

Incumbent does not supervise any staff.

### **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **EDUCATION and/or EXPERIENCE**

- High School Diploma and at least one year experience dealing with the public on a daily basis;
- Basic knowledge of municipal codes relating to city parking, abandoned vehicle and residential parking.

### **OTHER SKILLS & ABILITIES**

- Ability to operate an electronic hand-held ticket writer to issue citations and a laptop computer;
- Ability to understand general work procedures and regulations;
- Ability to deal with the public tactfully, cope with occasionally hostile attitudes;
- Ability to establish and maintain effective working relationships with other departmental staff;
- Ability to obtain special Police Commission;
- Ability to pass post-offer screen for this position.

### **LANGUAGE SKILLS**

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one situations to customers, clients, and other employees of the organization. Incumbent has frequent contact with the general public to handle questions and complaints. Contact with other staff also occurs on a daily basis. Frequent stress is encountered when dealing with hostile attitudes. Incumbent must always demonstrate patience and tact in all contacts.

### **MATHEMATICAL SKILLS**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

### **REASONING ABILITY**

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations. Incumbent is responsible for following specific instructions on duties performed, but independent judgment may be required when determining what actions to take on parking violations and/or abandoned vehicles to effectively complete enforcement responsibilities. Errors in work may cause substantial inconveniences to vehicle owners and/or the general public. Errors in work may also cause financial loss to vehicle owners and to the City.

### **CERTIFICATES, LICENSES, REGISTRATIONS**

Valid Indiana Driver's License

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to walk and reach with hands and arms. The employee frequently is required to stand, sit, and talk or hear. The employee is occasionally required to use hands to finger, handle, or feel; climb or balance; and stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 50 pounds and carry the weight a minimum of 30 feet. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and ability to adjust focus. Incumbent is exposed to adverse weather conditions including extremes of temperature, humidity, precipitation and dust. Possibility of injury is minimal but stress frequently occurs when dealing with angry or irritated citizens.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly exposed to outside weather conditions. The employee is occasionally exposed to moving mechanical parts. The noise level in the work environment is usually loud. Good working conditions exist with moderate to heavy lifting and moderate labor.

Applications may be submitted on-line at [www.cityoffortwayne.org](http://www.cityoffortwayne.org) or using the City of Fort Wayne Human Resources Department computer kiosks located at Citizen's Square, 1<sup>st</sup> Floor, 200 E. Berry Street, Fort Wayne IN between the hours of 8:00 a.m. – 4:00 p.m. Applicants must be 18 years of age or older. Reasonable accommodations for person with a known disabling condition will be considered in accordance with State and Federal Law.

(Those individuals who accept employment with the City and live outside one of the six contiguous Indiana counties that border Allen County (DeKalb, Whitley, Noble, Huntington, Wells, and Adams) will have six (6) months from their start date to become residents of either Allen County or one of the six counties listed above. Policy and Procedure Number 204 Page: 1 of 1)

## **Equal Opportunity Employer**

All qualified applicants will receive consideration for employment without regards to age, race, color, religion, sex, disability, veteran's status, national origin, genetic information or sexual orientation. Reasonable accommodations for persons with a known disabling condition will be considered in accordance with State and Federal Law.