



CITY OF ORINDA

PARKING AND TRAFFIC SPECIALIST (Part Time)

DEFINITION

Under direction of Public Works and Engineering Department, enforces City parking regulations and assists with parking, traffic, and related issues; provides general information and assistance to the public; and performs related work as required.

SUPERVISION EXERCISED

Exercises no supervision.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Performs the full range of duties related to the enforcement of parking regulations within the guidelines of California State Law and City requirements. Safely maintains and operates specialized equipment including radios, hand held computers or devices, and speed trailer.

Efficiently patrols assigned routes throughout the City to identify and resolve parking violations and traffic hazards, and enforce applicable laws; issues parking citations utilizing an electronic ticket writer and updates records as necessary. May write warnings and amendments to previously issued citations.

Responds to citizen complaints and concerns regarding parking and traffic issues and abandoned vehicle laws; tag and arrange transportation of abandoned vehicles; refers issues to supervisor or law enforcement as necessary.

Chalks tires of vehicles parked in timed spaces, records time, and returns at specified intervals to ticket vehicles remaining in spaces illegally.

Explains California State laws, California Vehicle Code, and City ordinances to the general public regarding parking citations and parking in general.

Provides guidance to residents on how to obtain Residential Parking Permits and assists residents on permit questions and issues.

Reports missing or damaged traffic signals and signs; reports improperly operating traffic signals; submits work order requests for signage, curb painting, and repairs.

May perform traffic control duties at accident scenes and special events, including directing traffic and diverting flow of traffic by erecting temporary barricades and posting temporary signs.

OTHER JOB RELATED DUTIES

Perform related duties and responsibilities as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Modern office practices, methods, computer equipment, computer software, and handheld electronic devices.

Principles and practices used in dealing with the public in an effective and courteous manner.

City geography, maps, streets, landmarks, and driving directions.

Occupational hazards and standard safety practices.

Principles of record keeping and reporting.

English usage, spelling, vocabulary, grammar, punctuation, and proofreading skills.

Safe driving principles and practices.

Skill to:

Operate modern office equipment including computer equipment and software and handheld electronic devices.

Operate a motor vehicle safely and in full compliance with Vehicle Code and other legal requirements.

Ability to:

Learn and apply principles, practices, methods, and techniques of code violation investigation and enforcement.

Learn and apply traffic and parking requirements, including Vehicle Code and local ordinances.

Learn and apply methods and procedures used in code enforcement including citation issuance procedures, criminal, civil, and administrative remedies, methods used to obtain various types of inspection warrants, and principles used to prepare legal documents.

Interpret and apply the policies, procedures, laws, codes, and regulations pertaining to parking citation programs and code enforcement.

Act with resourcefulness, courtesy and initiative with a minimum of direct supervision.

Prepare, maintain, update, and proofread records, logs, and reports.

Respond to inquiries, complaints, and requests for service in a fair, tactful, professional, courteous, and timely manner.

Respond in a calm manner designed to minimize panic in response to traffic accidents, detours, or other urgent traffic issues.

Work independently and efficiently in the absence of immediate supervision.

Understand and follow oral and written instructions.

Communicate clearly and concisely, both orally and in writing.

Deal tactfully and effectively with the members of the community in stressful situations.

Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

Minimum Qualifications:

Experience:

One year of experience in public contact, customer service, or related experience.

Training:

Equivalent to a high school diploma. Supplemental specialized training in planning, zoning, inspection, or law enforcement is desirable.

License or Certificate:

Possession of a valid California Driver's license with a demonstrated history of safe driving.

Special Requirements:

Essential duties require the following physical skills and work environment:

Must be willing to work a scheduled variety of hours, which may include evenings, and/or weekends, as needed; ability to pass a comprehensive background check and an occupational medical pre-employment physical exam.

Ability to drive, sit, stand, or walk for extended hours; ability to kneel, crouch, stoop, squat, twist, and lift 50 lbs.; exposure to outdoors for extended hours, including walking hills and on wet, muddy, or slippery surfaces; ability to travel to different sites and locations.

Employee Group: Temporary Part Time
FLSA Status: Non-Exempt
Revised: October 2018