



CITY OF HAWTHORNE
PARKING ENFORCEMENT OFFICER
Classification Specification
(Part-Time; Non-Classified)

JOB SUMMARY

Under general supervision, patrols assigned areas in the enforcement of all parking laws and regulations as per department rules and regulations and performs other duties as required.

SUPERVISION RECEIVED

The Parking Enforcement Officer - although not a sworn position, reports to and receives guidance and direction from the Watch Commander and/or the Watch Commander's designated assistants.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The following is a list of typical duties assigned to the Parking Enforcement Officer classification. The duties included on this list are examples and are not intended to be all-inclusive or restrictive.

- Under general supervision to patrol an assigned area and to enforce all parking laws and regulations;
- Gives directions and information;
- Issues parking citations.
- Due to the uniqueness of the position, the incumbent is required to perform at a high level of service with very little supervision.
- Performs other related work as requested and assigned.

MINIMUM QUALIFICATIONS

Education, Training:

Graduation from high school or GED and;

Experience dealing with the public. Education and/or experience in the field of law enforcement is highly desirable.

Licenses, Certificates and/or Special Requirements:

Must possess a valid California Class C driver's license.

Knowledge, Skills and Abilities:

- Follow written and oral instructions;
- Acquire a working knowledge of criminal and vehicle codes and differentiate between crimes and torts;
- Obtain information through interview and observations;
- Write clear, concise reports;
- Analyze situations quickly and objectively;
- Cope with emotional situations firmly, courteously and tactfully;

- React quickly and calmly to emergency situations;
- Communicate concisely orally and in writing;
- Be able to maintain accurate records;
- Operate computer terminal and typewriter;
- Knowledge of all laws, ordinances and regulations pertaining to parking of vehicles on public and private property;
- Ability to meet and deal with the general public in a courteous manner;
- Ability to learn city streets, addresses and vehicle parking areas;
- Operate vehicle during working hours;

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 accommodation may be made to individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee may frequently drive to specific locations, sit for up to 2 hours at a time and is frequently required to walk, stand, stoop, bend, squat, kneel, be able to enter and exit a vehicle many times, and use arms, legs, and back to occasionally lift and/or move up to 15 pounds. Will use arms to reach and carry, and use hands to operate tagging equipment, finger, handle objects, and controls. Vision abilities required by this job include close vision, depth perception, night vision, and the ability to adjust focus. Must be able to accurately perceive sound.

WORKING CONDITIONS

The employee works mainly outdoors and may be exposed to variable weather conditions. The noise level in the work environment is usually moderate to loud.

FLSA Status: Non-Exempt

Bargaining Unit: HMEA, Part-Time MOU for part-time classifications

Civil Service Status: Non-Classified

Created: November 2020

