



# **JOB ANNOUNCEMENT**

City of Treasure Island, Florida

## **PARKING ENFORCEMENT SPECIALIST**

|                      |                            |                      |                       |
|----------------------|----------------------------|----------------------|-----------------------|
| <b>DEPARTMENT:</b>   | Police                     | <b>JOB TYPE:</b>     | Full Time, Non-Exempt |
| <b>SALARY:</b>       | \$13.28 - \$20.37 per hour | <b>PAY GRADE:</b>    | 6                     |
| <b>VACANCY DATE:</b> | Immediate                  | <b>CLOSING DATE:</b> | Open Until Filled     |

### **GENERAL DESCRIPTION**

Position is responsible for parking enforcement duties throughout the City of Treasure Island and the issuance of parking citations to vehicles in violation of City or State parking regulations. Position also responsible for promoting the good will of the City through routine public relations. Reports to the Police Department Patrol Supervisor. Work hours are weekends and select holidays. Work hours and schedule may vary at the discretion of the Police Chief or Designee.

### **ESSENTIAL JOB FUNCTIONS**

- Operates a City vehicle en route to Municipal owned and regulated parking areas and streets. Continuously enters and exits City vehicle in order to walk to and around parked vehicles to determine if in violation of City/State parking regulations, metered or posted. Testifies in Traffic Court when required.
- Issues citations to vehicles found illegally parked and documents certain violations by photographic evidence.
- Checks for suspicious activities and circumstances while on patrol; radios police communications to report these or other problems. Communicates with various police personnel as necessary. May assist patrol officers with traffic control. May encounter and need to report and assist at traffic accidents or other emergencies.
- Provides public information and answers questions about the area.
- Explains to individuals the reasons for issuing parking citations.
- Performs related work as required or directed.

These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job related duties as required.

### **MINIMUM QUALIFICATIONS**

- Must be eighteen years of age or older.
- High school graduation or completion of GED
- Experience dealing with the public.
- Satisfactory completion of the training required by Florida State Statute to qualify for authority to issue parking citations.

- An equivalent combination of education, training, and experience.

### **KNOWLEDGE, SKILLS, AND ABILITIES**

- Ability to learn applicable traffic laws and department rules and regulations.
- Ability to understand and complete written and oral instructions.
- Ability to write clearly and prepare complete / concise reports.
- Ability to read and understand Florida and out of state vehicle tags, expiration stickers and Handicap placards.
- Ability to communicate effectively with the public in a courteous and professional manner, exercising tact and good judgment.
- Ability to operate various vehicles and to learn the operation of any specialized motor vehicle should that be required. Ability to operate vehicle's alternate or emergency lighting.
- Ability to learn the use of and understand a police two-way radio and to receive instruction while driving and must be able to monitor police radio as primary means of being contacted.
- Ability to walk and/or stand for extended periods of time.
- Ability to work outdoors under adverse weather conditions.
- Ability to be certified in C.P.R. and A.E.D. use.

### **LICENSES, CERTIFICATIONS OR REGISTRATIONS**

- Valid Florida Driver's License.
- Will be provided C.P.R. training if not certified.
- Will be provided Parking Enforcement Training if not already certified.

### **ESSENTIAL PHYSICAL SKILLS**

- Acceptable eyesight (with or without corrections)
- Acceptable hearing (with or without aid)
- Ability to communicate both orally and in writing and by Police radio or cell phone.
- Ability to access input and retrieve information from a computer in the vehicle.
- Ability to walk and/or stand for extended periods of time.
- Ability to frequently enter and exit the various vehicles described.

### **ENVIRONMENTAL CONDITIONS**

Works both indoors and outside but is primarily outside and will be exposed to weather elements.

*Reasonable accommodation will be made for otherwise qualified individuals with a disability.*