

City of Dallas
Classification Specification

Title:	Senior Parking Enforcement Officer	Class Code:	56205
Application:	Career Series	Pay Grade:	E
Supplemental/Code:	Protective Service Worker/7	Established:	10/01/94
FLSA Status:	Non-exempt	Revised:	10/01/14

Position Purpose

Serves as a member of a two-person scofflaw team who works independently to identify and immobilize vehicles, which have multiple outstanding parking citations to ensure compliance with parking enforcement regulations and collection of fines.

Essential Functions

1. Scans outstanding parking citation printout and operates hand-held computer to identify vehicles for booting.
2. Verifies outstanding citations, installs boot using assigned tools to immobilize vehicles, and impounds vehicles when necessary to ensure outstanding fine collection.
3. Monitors and directs the activities of lower-level Parking Enforcement Officers.
4. Prepares daily reports of activity to provide an accounting of immobilized vehicles, uploads and downloads ticket information on computer, and prepares activity reports for the section.
5. Provides traffic direction, crowd control, and parking citation issuance to assist with the efforts of the lower-level officers.
6. Testifies at Parking Adjudication hearings to provide case-related information.
7. In absence of supervisor, conducts meetings to assure deployment of lower-level officers to appropriate beats.
8. Assists in the interviewing and selecting of new officers.
9. Regular, reliable and punctual attendance is an essential function of the job.

Knowledge, Skills and Abilities Required to Perform Work

Thorough geographic knowledge of the city.

Knowledge of parking enforcement methods, principles, and practices.

Ability to interpret and apply parking enforcement standards and regulations.

Ability to prepare and maintain written reports and records.

Ability to communicate effectively and diplomatically, both orally and in writing.

Ability to operate a two-way radio.

Ability to establish and maintain an effective working relationship with all levels of management, city officials, vendors, other government agencies, other employees and the general public.

Requires a Class "C" Texas driver's license.

Requires basic supervisory skills.

Working Conditions and Hazards

Exposed to all weather conditions.

Exposed to traffic hazards.

Exposed to confrontational situations when installing vehicle-immobilizing boot.

The above statements are intended to describe the general nature and level of work performed by personnel assigned to this classification and is not necessarily an exhaustive list of all responsibilities, duties and skills required.