

FLSA STATUS	Non-Exempt	CIVIL SERVICE	No
UNION	Municipal	TELECOMMUTE ELIGIBLE	No
DEPARTMENT	Parking Enforcement	DEPARTMENT NUMBER	220
REPORTS TO (TITLE)	Police Lieutenant - Services	JOB FAMILY	Public Safety
PAY GRADE	1	DATE OF LAST REVIEW	June 2024

**NATURE OF WORK**

The Parking Attendant’s main objective will be to maintain order and safety in parking areas while upholding parking regulations in a fair and consistent manner. The Parking Attendant will patrol city-owned parking lots and city streets issuing citations or warnings to vehicles that are in violation of parking rules, and monitor parking meters for violations.

**DUTIES / RESPONSIBILITIES** *(These are the highlighted responsibilities of the position. An employee in this position may also be required to perform other related duties as assigned.)*

1. Patrols an assigned area by vehicle or on foot to ensure public compliance with existing parking ordinances. Includes writing warnings and citations for illegally parked vehicles.
2. Appears in court at hearings regarding contested traffic citations.
3. Responds to and makes radio dispatch calls regarding parking violations and complaints.
4. Observes and reports hazardous conditions, such as missing traffic signals or signs, and street markings that need to be repainted.
5. Prepare and maintain required records, including logs of parking enforcement activities, and records of contested citations.
6. Make arrangements for illegally parked or abandoned vehicles to be towed, and direct tow-truck drivers to the correct vehicles.

**FUNCTIONAL SPECIFIC RESPONSIBILITIES MIGHT INCLUDE:**

N/A

**SUPERVISORY RESPONSIBILITIES**

Does not officially supervise other employees

**TRAINING/EDUCATION AND EXPERIENCE REQUIREMENTS**

High School Diploma or equivalent (G.E.D.);

**LICENSING / SPECIAL REQUIREMENTS**

Valid Driver’s License

**SKILL / ABILITIES REQUIREMENTS**

- Maintain records and prepare reports;
- Knowledge of relevant policies, procedures and strategies to promote local and state statutes;
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to give and receive work direction.
- Ability to use computers and relevant software (ex.: Microsoft Office).

**PHYSICAL REQUIREMENTS**

Positions in this class typically require: Standing, reaching, crouching, kneeling, stooping, balancing, walking, talking, hearing, seeing, grasping, and lifting.

Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects.

Ability to wear common protective or safety equipment such as safety shoes, glasses, or gloves as needed.

**WORKING ENVIRONMENT / CONDITIONS**

The working environment / conditions for this position frequently include:

- Hazardous physical conditions (mechanical parts, electrical currents, vibration, etc.)
- Atmospheric Conditions (fumes, odors, dusts, gases, poor ventilation, etc.)
- Hazardous materials (chemicals, blood, other body fluids, etc.)
- Extreme temperatures
- Intense noise
- Travel
- Environmental (challenging behaviors, imminent danger, threatening environment)
- Ability to work outdoors including adaptability to reasonable cold and warm weather, extreme temperatures, precipitation and various levels of light.

**CLASSIFICATION HISTORY**

DATE	COMMENT
June 2024	Created Job Description

**EEOC**

*The City of Ottumwa is an Equal Opportunity Employer. In compliance with applicable state and federal law, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the City.*

**ACKNOWLEDGEMENT**

I have read the job description and can perform the essential functions of the job either with or without a reasonable accommodation.

Date	Signature

**NOTE**

The above position description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.