

## **PARKING CONTROLLER III**

### *Class Definition*

Under general supervision, provides lead direction to assigned staff; enforces parking regulations, ordinances, and laws.

### *Distinguishing Characteristics*

Parking Controller III is the advanced working/lead level in the Parking Controller series. The incumbent provides lead direction and enforces parking regulations, ordinances, and laws through the issuance of parking charges and citations. This class differs from Parking Controller II in that the latter is the journey level class in which incumbents perform the full range of duties but do not have on-going responsibility for providing lead direction to others. The Parking Controller series differs from the Parking Meter Attendant series in that incumbents of the latter collect money from parking meters and maintain and repair parking meters and related equipment. Employees in this class may be assigned to work any eight hour shift and may be required to work holidays and weekends.

### *Typical Tasks*

(This list is neither inclusive nor exclusive. Consequently, this information may not reflect all Essential Functions for this class.)

Provides lead direction to assigned staff.

Enforces vehicle parking regulations, ordinances, and laws.

Issues parking charges and parking citations in the on and off street enforcement of parking regulations, ordinances, and laws.

Provides lead direction and participates in the operation and maintenance of the equipment and vehicles required to accomplish the work in the parking control program.

Assists in the training and instruction of subordinate employees in the performance of parking enforcement duties; insures compliance with safety procedures.

Delivers parking citations to the processing agency.

May conduct surveys, studies, and vehicle counts in parking lots and facilities.

Answers a wide variety of questions from the public regarding parking and related traffic regulations.

Provides directions to public regarding buildings, parks, transportation facilities, and other general locations to the public.

Observes and reports faulty parking meters and reports need for repair or maintenance of parking facilities.

Appears in court as a witness when necessary.

Reports suspected criminal activities to the Police Department.

Performs other duties as assigned.

*Knowledge, Abilities, and Skills*

Considerable knowledge of parking regulations ordinances, laws, departmental policies, and rules related to parking enforcement.

Knowledge of local geography including the location of streets, public buildings, and other public facilities.

Knowledge of computer recordkeeping and maintaining related inventory controls.

Ability to direct and train subordinates in the enforcement of parking regulations, laws, ordinances, operational safety techniques, and in the use of specialized vehicles and equipment used in the parking enforcement program.

Ability to write in a neat and legible manner.

Ability to give, understand and follow written and oral instructions.

Ability to deal courteously but firmly with the general public.

Skilled in the safe operation of a motor vehicle.

*Minimum Qualifications*

One year of experience equivalent to that gained as a Parking Controller II with the City of Fresno.

*Necessary Special Requirement*

Possession of a valid California Driver's License at time of appointment.

APPROVED: \_\_\_\_\_

Director

DATE: \_\_\_\_\_