

## City of Claremont, New Hampshire Position Description

<b>Position Titled:</b>	Parking Enforcement Officer	<b>Union/Merit:</b>	Merit
<b>Reports to:</b>	Police Chief	<b>Grade Level-Points:</b>	Part Time
<b>Department:</b>	Police	<b>Revised/Updated:</b>	04/10/05
<b>FLSA Status:</b>	Non-Exempt		

### Job Summary

The purpose of the work is to provide for the appropriate enforcement of parking ordinances and parking related RSA's from the State of New Hampshire. The incumbent is responsible for regulating parking within the City according to City ordinance and NH State law. Keeps track of all parking violations issued by the Claremont Police Department. Follows up on violations which are not paid. Safely keeps and turns over to the Finance Office all fines collected from parking violations. May be required to appear in court to provide testimony in contested cases.

**Essential Job Functions** (Except as specifically noted, the following functions are considered essential to this position. The listed examples may not include all duties found in this class)

1. Reports for duty on time; schedules routes and times to maintain an effective parking control program.
2. Issues warnings or tickets to violators of applicable ordinances.
3. Follows up on tickets issued by the Parking Enforcement Officer or other members of the police department. Mails notices to violators who have not paid their fines.
4. Safely keeps and turns over to the City Finance Office all fines taken in. Maintains accurate records of tickets issued and fines paid. Provides monthly and annual reports of pertinent statistics.
5. Recognizes and reports problem areas of parking within the City. Reports to supervisors areas of concern and suggestions for resolution.
6. Maintains communication with the Dispatch Center while on duty to answer questions, respond to problem areas, and convey any serious problem which should be reported promptly to the department.
7. As a uniformed member of the department, acts as an ambassador for the City, such as giving directions to motorists and offering assistance to those who may need it.
8. Performs other related duties as assigned.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The use of an 8 hour day is to show the typical condition requirements for sitting, walking and standing and should not be construed that all jobs are 8 hours.

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### Peripheral Duties

Analyze and recommend improvements to equipment and facilities, as needed.

### Desired Minimum Qualifications

#### *Education and Experience:*

High school graduate or GED; knowledge in filing, keyboarding and basic computer literacy. Skill in dealing with people in a professional manner *or* any equivalent combination of training and experience which demonstrates possession of the required knowledge, skills and abilities.

#### *Necessary Knowledge, Skills and Abilities:*

Knowledge of:

- Applicable laws, ordinances, and department rules and regulations.
- Common methods, materials and equipment used in traffic and parking control and pedestrian safety.
- Basic filing systems.
- Keyboarding and computer skills.

Ability to:

- Demonstrated ability to communicate both orally and in writing.
- Follow written and oral instructions.
- Maintain electronic and written records and prepare reports and to document any and all information pertaining to the activities and responsibilities of the position.
- Make accurate arithmetic calculations.
- Ability to maintain effective working relationships with department heads, employees, City Council and the public and to deal with service problems courteously and tactfully.

Skill in:

- Skill in the use of the tools and equipment listed below.

### Supervision Received

The incumbent works under the general supervision of a supervisor or higher grade performing regular duties independently. Instructions are provided for new or special assignments. The work is periodically checked on completion or through general observations and evaluated for adequacy and compliance with instructions.

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## Supervision Exercised

None

## Responsibility for Public Contact

Daily contact requiring courtesy, discretion, and sound judgment.

## Licensing & Certification

None required.

## Tools & Equipment Used

Notepad, personal computer including Microsoft Office software, accounting software, microfilm/fiche reader, motor vehicle, telephone, typewriter, calculator, copy machine, and fax machine etc

**Typical Work Surface(s):** Standard office desk and chair; tables; computer work station, wood, tile, cement and carpeted floors.

**Typical Controls & Equipment:** Calculator, computer, printers, telephone, typewriter, copy machine, fax machine, postage machine

**Typical Work Environment:** Inside: 50% Outside: 50%

**Summary of Occupational Exposures:** Duties are regular and recurring. Occasionally the incumbent may exercise some discretion in the issuance of parking violations. The incumbent may be occasionally exposed to copier, fax and printer inks and fluids as well as exposure to sunlight, insects, domestic animals and all New England weather conditions.

The incumbent's working conditions are typically quiet to moderately loud.

## **Physical Activity Requirements**

### Primary Physical Requirements

### Other Physical Considerations

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LIFT up to 10 lbs.: Frequently required

Twisting: Occasionally required

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<u>LIFT 11 to 25 lbs.:</u>	Occasionally required	<u>Bending:</u>	Occasionally required
<u>LIFT 26 to 50 lbs.:</u>	Rarely required	<u>Crawling:</u>	Rarely required
<u>LIFT over 50 lbs.:</u>	Rarely required	<u>Squatting:</u>	Occasionally required
<hr/>		<u>Kneeling:</u>	Occasionally required
<u>CARRY up to 10 lbs.:</u>	Occasionally required	<u>Crouching:</u>	Occasionally required
<u>CARRY 11 to 25 lbs.:</u>	Occasionally required	<u>Climbing:</u>	Rarely required
<u>CARRY 26 to 50 lbs.:</u>	Occasionally required	<u>Balancing:</u>	Rarely required
<u>CARRY over 50 lbs.:</u>	Rarely required	<u>Grasping:</u>	Frequently required
<hr/>		<u>Handling:</u>	Frequently required
<u>REACH above shoulder height:</u>	Occasionally required	<u>Torquing:</u>	Occasionally required
<u>REACH at shoulder height:</u>	Occasionally required	<u>Fingering:</u>	Frequently required
<u>REACH below shoulder height:</u>	Occasionally required		
<u>PUSH/PULL:</u>	Occasionally required		

### During an 8-hour Day, Employee is Typically Required To:

	<u>Consecutive Hours</u>	<u>Total Hours</u>
Sit	1 2 3 4 5 6 7 8	1 2 3 4 5 6 7 8
Stand	1 2 3 4 5 6 7 8	1 2 3 4 5 6 7 8
Walk	1 2 3 4 5 6 7 8	1 2 3 4 5 6 7 8

### Cognitive and Sensory Requirements:

<u>Talking:</u>	Necessary for communicating with others.
<u>Hearing:</u>	Necessary for taking instructions and information.
<u>Sight:</u>	Necessary for performing job effectively and correctly.
<u>Tasting &amp; Smelling:</u>	Not required for the performance of the functions of this position.

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