Parking Enforcement Specialist

CLASS CONCEPT

Parking Enforcement Specialists perform or oversee a variety of operations involved in the physical use of University vehicle parking facilities at a campus or hospital location.

In the enforcement of campus or hospital parking regulations, the incumbents will patrol assigned areas and issue parking violation citations for illegal parking which will include booting and towing; issue warnings to permit holders parked in violation of parking regulations; and, when necessary, appear in court to give testimony relative to citations they have issued; and, assist campus or hospital police in clearing traffic hazards.

Parking Enforcement Specialists must possess a thorough knowledge of parking enforcement practices; be familiar with special activities, events, and related campus locations; be completely familiar with all available parking areas on a campus or hospital area; and possess knowledge of the several parking permits and the location of each area they represent.

The Parking Enforcement Specialist classification is distinguished from the Parking Representative series in that the primary focus of the enforcement specialist positions is enforcement, whereas the Parking Representative has more varied parking related duties, which may or may not include enforcement.

MINIMUM QUALIFICATIONS

Ability to read, write, perform mathematical calculations, follow oral and written instructions; ability to direct traffic for long periods of time; six months of related experience, preferably with public contact; knowledge of applicable procedures and regulations related to parking and traffic control; knowledge of computerized ticket dispenser; familiar with California Vehicle Codes; and ability to act and resolve parking and traffic problems. Must possess a valid California Drivers License and completion of a satisfactory background investigation.