

SUPERVISOR, PARKING ENFORCEMENT

DISTINGUISHING FEATURES OF THE CLASS: This is supervisory work which involves a responsibility for monitoring the daily activities of Parking Enforcement Aides including scheduling hours, assigning routes and overseeing the collection of monies and maintenance of parking meters. The incumbent will be responsible for preparation and maintenance of a procedural manual. The work is performed in accordance with guidelines established by the Parking Authority. Does related work as required.

TYPICAL WORK ACTIVITIES:

Monitors the daily activities of Parking Enforcement Aides by patrolling their routes and reviewing activity reports;
Establishes routes and assigns same to Parking Enforcement Aides, and reviews tickets issued to ensure that routes are being followed;
Schedules employees and reviews requests for leave time for approval;
Looks at meters in need of repair and arranges for local repair or sends them out as needed;
Prepares and maintains a procedural manual to include ticketing, towing, writing tickets, entry of tickets into computer, etc.;
Oversees the collection of money from parking meters and is responsible for the accurate counting of money and deposit in the bank;
Reviews legislation appropriate to the field and ensures the municipality's compliance with sign posting regulations, parking regulations, towing laws, etc.;
Issues parking tickets or summonses for obvious violations of local litter-control codes on an emergency or relief basis;
May have responsibility for the purchase, issuance and record keeping of all parking permits.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of local geography; working knowledge of local litter-control codes; ability to read and understand written material; ability to prepare written material; ability to supervise the work of others; ability to deal effectively with the public.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency diploma and three (3) years of paid work experience in code or law enforcement.

NOTE: Paid work experience which included the interpretation of laws, rules, regulations, instructional or procedural manuals, or the like may be substituted for the code or law enforcement experience on a year-for-year basis.