



245 E. Bonita Avenue San Dimas, CA 91773  
www.sandimasca.gov  
(909) 394-6211

## **PARKING ENFORCEMENT OFFICER**

**Community Development Department**  
**\$23.51 to \$28.63 per hour (no benefits)**

### **Part-Time Employment**

Friday, Saturday, Sunday & Monday mornings from 1:30 a.m. to 5:30 a.m.

**DEADLINE TO APPLY: September 25, 2020 at 4:30 p.m.**

### **HOW TO APPLY**

A City of San Dimas application must be submitted and may be completed online by visiting the City website [www.sandimasca.gov](http://www.sandimasca.gov). Questions may be directed to Human Resources at (909) 394-6211 or [kfrey@sandimasca.gov](mailto:kfrey@sandimasca.gov). Applications must be received no later than Friday September 25, 2020 at 4:30 p.m. A resume may be attached to the application, but does not substitute for a completed City application.

### **JOB SUMMARY**

Under administrative direction issues warnings or citations to vehicles, that are parked on the street, between the hours of 2:00 a.m. and 5:00 a.m.

### **REPRESENTATIVE DUTIES**

The duties listed below 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 this position.

1. Patrols assigned area within the City providing enforcement of the City's overnight parking ordinance.
2. Writes warnings or citations for violations for not displaying properly issued City parking permits.
3. Investigates and reports suspicious or abandoned vehicles or other code violations.
4. Driving a City vehicle is an essential function of the position.
5. Responds to questions and concerns from the general public, departmental staff and other agencies; provides information as appropriate and resolves service issues and complaints.
6. Establishes positive working relationships with the Sheriff's Department, City management, City staff and the public.

## **QUALIFICATIONS**

### **Knowledge of:**

1. Vehicle code and municipal ordinances regarding control of parking.
2. Methods and techniques for record keeping and report preparation and writing.
3. Proper spelling and grammar.
4. Occupational hazards and standard safety practices.

### **Ability to:**

1. Deal effectively with the public.
2. Patrol and assess an assigned area for parking violations.
3. Issue parking warnings or citations.
4. Interpret, explain and apply applicable laws, codes and regulations.
5. Read, interpret and record data accurately.
6. Organize, prioritize and follow-up on work assignments.
7. Work independently and as part of a team.
8. Make sound decisions within established guidelines.
9. Analyze a complex issue, and develop and implement an appropriate response.
10. Follow written and oral directions.
11. Observe safety principles and work in a safe manner.
12. Communicate clearly and concisely, both orally and in writing.
13. Establish and maintain effective working relationships.
14. Operate a motor vehicle.

## **EXPERIENCE/EDUCATION/TRAINING**

**Education:** High school diploma or equivalent.

**Experience:** Any combination of education and experience that has provided the knowledge, skills, and abilities necessary for an Overnight Parking Enforcement Officer.

**Licenses; Certificates; Special Requirements:** Possession of a valid driver license issued by a state Department of Motor Vehicles. Penal Code 832 Certificate is required.

## **PHYSICAL AND MENTAL DEMANDS**

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **Physical Demands**

Position requires standing, reaching, twisting, turning, kneeling, bending, squatting and stooping in the performance of daily activities. The position also requires both near and far vision and acute hearing. Additionally, the position entails working outdoors, in early morning hours, in all weather conditions including wet, hot and cold and incumbents may be exposed

to fumes, dust and air contaminants. The need to lift, push and drag equipment weighing up to 25 pounds is also required.

### **Mental Demands**

While performing the duties of this class, employees are regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; use math and mathematical reasoning; observe and interpret situations; learn and apply new information or new skills; work under deadlines with constant interruptions; interact with City staff and other organizations; and occasionally deal with dissatisfied or quarrelsome individuals.

### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee regularly works in outside weather conditions. The employee is occasionally exposed to wet or humid conditions while working outdoors during inspections. The noise level is occasionally loud.

### **ABOUT THE CITY**

San Dimas is located midway (about 27 miles) between Los Angeles and San Bernardino, at the base of the San Gabriel Mountains. Excellent access to freeways offers a centralized location from which to enjoy Southern California's many cultural and recreational activities.

San Dimas was incorporated in 1960 with a Council-Manager form of government. Its citizens receive a full range of services through the combined efforts of the City's four departments (Administration, Parks & Recreation, Public Works and Community Development) and the contract services of Los Angeles County.

### **STATEMENT OF NON-DISCRIMINATION**

The City of San Dimas advises the public, employees and job applicants that it does not discriminate on the basis of race, religious creed, color, national origin, ancestry, physical handicap, medical condition, marital status, sex, age or any non-merit-based factor in admission to, treatment of or employment in its programs and activities.

In compliance with the Americans with Disabilities Act (ADA), The City of San Dimas will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer. EOE (Equal Opportunity Employer).