

# **CITY OF PULLMAN, WASHINGTON**

## **CLASS SPECIFICATION**

### **CODE ENFORCEMENT OFFICER I**

**3201**

#### **GENERAL PURPOSE:**

Performs foot patrol work relating to the enforcement of parking ordinances for the city of Pullman.

**CLASSIFICATION SUMMARY:** The principal function of an employee in this class is to perform field work in the enforcement of City parking ordinances as well as office work in maintaining related documents and records. Shift work and weekend work may be required. Duties require walking in the downtown business area in all weather conditions; fair and impartial enforcement of the parking ordinances; and the ability to deal tactfully and effectively with the public and alleged offenders. Supervision of other employees is not a regularly assigned duty. Reports directly to a patrol sergeant for changes in normal operations or policy and performance evaluations. Assignments are received in the form of written procedures and/or complaints received. At the end of the initial training period, the employee is responsible for working independently in the enforcement of clearly defined local ordinances and applicable state law according to department policies.

#### **ILLUSTRATIVE EXAMPLES OF ESSENTIAL DUTIES AND RESPONSIBILITIES:**

Patrols the downtown business area on foot to look for illegally parked vehicles or abandoned/junk vehicles; enforces provisions of the bicycle ordinance; responds to and investigates complaints from the public.

Issues summons to violating vehicles and provides for the towing of vehicles.

Performs reporting, filing, and records maintenance tasks such as processing daily payments, completing daily logs, printing notices, data entry, and filing paid tickets for all tasks related parking enforcement.

Attends work on a regular and dependable basis.

Interacts in a professional and respectful manner with city staff and the public.

**OTHER JOB FUNCTIONS:** Performs other tasks as assigned.

#### **SELECTION FACTORS:**

Ability to:

- Ability to enforce parking and other assigned ordinances in a fair and impartial manner;
- Ability to read, understand, and execute oral and written instructions and ordinances;
- Ability to work outdoors for extended periods, often under unfavorable weather conditions;
- Ability to walk long distances
- Ability to operate assigned equipment skillfully, safely, and in conformance with applicable laws and regulations;

- Ability to deal with the public, under potentially difficult and emotional circumstances, in a tactful, pleasant, and courteous manner;
- Ability to establish and maintain effective working relationships with department personnel and the public;
- Ability to operate a personal computer and software to enter data, access computer files, compile and generate reports;
- Ability to provide quality services in a cost-effective manner and to recommend improved methods of performing the work;
- Ability to physically perform the essential functions of the job;
- Possession of a valid driver's license and a safe driving record.

**MINIMUM QUALIFICATIONS:**

(Persons applying for a position of this class should have any combination of the following experience and training.)

High School Diploma or GED, or any combination of education and experience that demonstrates ability to successfully perform the functions of a Parking Enforcer

**TOOLS AND EQUIPMENT USED:**

Motor vehicle, radio, chalk stick, computer, hand held computer, copy machine, and telephone.

**WORKING ENVIRONMENT:**

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

While performing the duties of this job, the employee frequently works in outside weather conditions. The employee occasionally works near moving mechanical parts, in high, precarious places, and is occasionally exposed to wet or humid conditions. The employee is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, and risk of electrical shock. The employee must occasionally lift and/or move more than 5-10 pounds. Noise level is moderate to occasionally very loud.

***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 job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job***

FLSA Class: Non-Exempt

Adopted:

Revised: