

PARKING METER MONITOR

PURPOSE: To enforce parking regulations within the City of Duluth.

FUNCTIONAL AREAS:

1. Enforce parking regulations within the City of Duluth.
 - * A. Patrol designated area on foot or by vehicle, or respond to calls in order to investigate and cite violators of parking regulations.
 - * B. Investigate and report to appropriate authorities violations requiring more action than a citation, such as towing vehicles, etc.
 - * C. Represent the City in communications and meetings regarding parking with individual citizens, citizen groups, City employees, and others.
 - * D. Testify in court regarding parking violations.
 - * E. Take pictures, diagram situations, and provide other communication necessary to explain the situation noted.
 - * F. Report to appropriate authorities defective or missing traffic control devices, or any other impediment to normal traffic or parking, or any hazard to public safety.
 - * G. Provide assistance to the general public as requested.
 - * H. Monitor the use of construction parking permits and other permitted impediments to normal traffic or parking.
 - * I. Investigate unusual and/or suspicious situations noted and report as necessary to the relevant authorities.
 - * J. Provide traffic control at special events and as assigned.
 - * K. Resolve complaints regarding parking to the extent possible on the scene.
 - L. Assist in the traffic office when assigned or due to personnel shortages.

JOB REQUIREMENTS

License Requirements:

- ◆ A. Possession of a valid Minnesota driver's license or equivalent.
- B. Ability to pass BCA security clearance in order to operate a police computer.

Education & Experience Requirements:

- ◆ A. One year of verifiable education and or experience in law enforcement, parking enforcement, or a closely related degree program such as Criminology, Sociology, etc.

Knowledge Requirements:

- A. Extensive knowledge of parking regulations effective within the City of Duluth.
- B. Knowledge of Minnesota and Duluth traffic regulations.

- C. Knowledge of the geographic arrangement of the City of Duluth.
- D. Knowledge of attractions and their locations in order to direct people to those locations.

Skill Requirements:

- ◆ A. Skill at communicating effectively and diplomatically to resolve complaints.
- ◆ B. Skill in communicating to exchange or convey information, or give instructions.

Ability Requirements:

- ◆ A. Ability to communicate effectively with people from a diverse backgrounds or situations.
- ◆ B. Ability to learn to properly and efficiently use the mobile data computer, radio, and other communications and computer equipment mounted in the traffic control vehicle or in the traffic office.
- ◆ C. Ability to drive defensively.
- ◆ D. Ability to learn and use First Aid, First Responder, and other topics provided by the Department.
- ◆ E. Ability to locate any address in the City of Duluth efficiently.
- ◆ F. Ability to write and diagram legibly.
- ◆ G. Ability to establish and maintain professional relationships with the general public.
- ◆ H. Ability to maintain a professional and business-like demeanor, even during stressful and adverse situations.

Physical Requirements:

- ◆ A. Ability to walk and stand for long periods of time in all kinds of weather.
- ◆ B. Ability to work shifts.
- ◆ C. Ability to see (with or without corrective lenses) well enough to identify license plates and vehicles, the status of parking meters, and to identify traffic hazards, both to themselves and to others.
- ◆ D. Ability to lift and carry up to 25 pounds regularly.
- * Essential functions of the job.
- ◆ Job requirements necessary the first day on the job.

Anlst: CT	Class: 4415	Union: Basic	Pay: 18	CSB: 20100316
CC: 20100412	Res: 10-0160R	EEOC: Service/Maint	EEOF: Police Protection	WC: 7720