

## CITY OF CHEHALIS POSITION DESCRIPTION

Class Title: **Parking Enforcement – Part Time**  
Department: **Police**

FLSA Status: Non-exempt  
Union Status: Represented  
Updated: December 2021

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*Position descriptions are intended to present a descriptive list of the range of duties performed by employees in the class. Descriptions are **not** intended to reflect all duties performed within the job.*

### **NATURE OF POSITION:**

Performs field work in the enforcement of municipal parking ordinances by patrolling, issuing citations and warnings, impounding vehicles, advising citizens of policy regulations and maintaining related records. Interacts regularly with the general public both in person and by phone. Requires a high degree of discretion and confidentiality.

### **SUPERVISION RECEIVED:**

This position works under the general supervision of and reports to the Deputy Police Chief. May receive training or direction from other staff as assigned or required.

### **SUPERVISION EXERCISED**

None generally. May train or provide direction to other staff as assigned or required.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

*The following tasks are typical for positions in this classification. Any single position may not perform all of these tasks and/or may perform similar related tasks not listed here.*

Patrols business and residential areas on foot and in city vehicles in all weather conditions for the enforcement of parking regulations in accordance with City ordinances and State statutes. Issues citations to violators and provides for towing of vehicles when necessary.

Searches databases for information in the enforcement of parking regulations. Achieves and maintains knowledge of Federal, State, and local laws related to parking regulations.

Receives and responds to parking complaints from the public.

Responds to abandoned vehicle calls, processes required paperwork and impounds or removes violating vehicles.

Delivers citations to the Municipal Court. Testifies in person or prepares affidavits for court as required.

Advises citizens of parking regulations, parking violation procedures and provides information on resolving and/or avoiding parking violations.

Maintains timely, accurate and detailed records related to parking enforcement.

Reports non-parking related law and ordinance violations observed in the performance of parking control duties.

Performs work with discretion and confidentiality.

### **OTHER DUTIES**

Engages in professional development through continuous training to increase both academic and non-academic job-related skills.

Performs courier duties between the police department and other associated departments, agencies and organizations both inside and outside city government.

Assists and covers for office staff as needed.

Provides customer service including directing inquiries and issues to the appropriate department.

Controls and guides traffic by flagging and implementing traffic control measures as required or assigned.

May be required to work weekends and before or after normal working hours.

Travels within city and county, as well as out of town, which may include attending conferences, seminars, and training sessions.

Follows all applicable safety rules and procedures.

And such other related tasks, duties and responsibilities as assigned.

### **REQUIRED QUALIFICATIONS**

#### **Education and Experience:**

Graduation from an accredited high school or GED equivalent.

Minimum of two years of related administrative, records, customer service, clerical or office experience.

*In place of the above requirements, any combination of education and experience that provides the applicant with the required knowledge, skills and abilities to perform the job may be considered as qualifying.*

#### **Licenses, Certifications and Other Requirements:**

Must be 18 years or older at time of employment.

Must possess a valid Washington State Drivers License with good driving record. Out of state applicants must possess valid license for state of residence and must obtain valid Washington State Drivers License within 30 days of appointment. Applicants selected to interview for this position will be required to provide a Driving Record Abstract for review by the City Of Chehalis.

Must successfully satisfy a background investigation including fingerprinting and review of criminal history.

**Note: Due to Washington State Patrol requirements for user approval of the “A Central Computerized Enforcement Service System (ACCESS), applicants with a history of any level of felony conviction at any time are ineligible and will not be considered for this position. At the discretion of the employer, certain misdemeanor convictions may also cause an applicant to be considered ineligible for this position.**

**Working Knowledge Of:**

Computers and electronic data processing, including Microsoft Office Suite.

Office practices and procedures.

**Skilled In:**

Safely operating listed vehicles, tools and/or equipment.

Accurate typing skills with a required minimum of 30 wpm.

**Ability To:**

Deal tactfully and courteously with the general public and maintain composure in difficult and/or stressful situations with frequent interruptions and maintain a non-judgmental attitude towards others.

Fluently read, write and comprehend the English language, using proper grammar, spelling and punctuation.

Communicate detailed information and recommendations effectively in English, both orally and in writing.

Perform arithmetic computations and data entry functions accurately.

Work confidentially and with discretion.

Perform the physical demands and essential duties and responsibilities described.

**MACHINES, TOOLS AND EQUIPMENT USED IN PERFORMING ESSENTIAL JOB FUNCTIONS:**

*The machines, tools and equipment described here are representative of, but not limited to, those that may be used by an employee to successfully perform the essential functions of the job.*

Passenger vehicles and specialty police vehicles used in parking enforcement. Personal computer and specialty software, calculator, telephone, cash register, typewriter, police radio, fax and copy machines, postage machine.

**PHYSICAL DEMANDS:**

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.*

While performing the duties of this job, the employee is regularly required to: Walk for extended periods of time in all weather conditions, repeatedly climb in and out of vehicles and operate vehicles, sit or stand in a stationary position for an unspecified duration, perform repetitive movements/motion in job-related tasks, move around in a typical office and shop setting, operate under their own power typical office equipment and supplies, climb ladders and stairs, stoop, bend, kneel, crouch or crawl as necessary for various job-related tasks, communicate verbally with others.

Requires normal ability to read and visually process information - specific vision abilities include close, distance, color and peripheral vision, depth perception, and the ability to adjust focus.

The employee must regularly perform Medium Work – lifting and/or exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

**WORK ENVIRONMENT:**

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

Exposure to Hazards and Atmospheric Conditions including: Household cleaning supplies and/or basic office supplies (eg. copy machine toner), fumes, dust, extreme temperatures (hot and/or cold), wet and/or excessive humidity, noise, chemical hazards, traffic and vehicle hazards, body fluids and/or other potential sources of bloodborne diseases.

Work is performed primarily outside in all types of weather conditions with frequent exposure to traffic; both while driving and walking. Work is also performed at the Police Department in an office environment and may take place at other facilities and locations. The noise level is generally that expected in a typical office or outdoor city environment.

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*The duties and responsibilities listed above are intended to be illustrative only of the type of work performed. The omission of other specific duties does not exclude them from the requirements of the position if they are similar, related or logical assignments to the position.*

*The position description does not constitute an employment agreement between the City and the employee and is subject to change by the City as its needs and the requirements of the job change.*

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