

## PARKING/CODE ENFORCEMENT OFFICER

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, the incumbent of this position patrols for the enforcement of all standing traffic laws, ordinances and parking violations and issues summonses for such violations. The incumbent also performs enforcement work related to quality of life issues such as littering, sanitation, noise, dumping, peddling, and similar activities as outlined in local codes, ordinances, and laws. Where violations are noted, action to secure compliance is instituted. This class is distinguished from that of Inspector titles in that it does not have ultimate responsibility for inspection and enforcement of the provisions of New York State Uniform Fire Prevention and Building Code and local codes, ordinances and laws pertaining to construction, which rests with other municipal employees; i.e., Building Inspector, Assistant Building Inspector, Fire Inspector, and Housing Inspector. Incumbents in this class are required to wear a prescribed uniform type of clothing. Does related work as required.

### EXAMPLES OF WORK: (Illustrative Only)

Patrols route of parking meters and restricted parking areas in a motorized vehicle or on foot;

Patrols streets for evidence of unauthorized activities in violation of local codes and ordinances pertaining to quality of life issues (illegal dumping, littering, noise, peddling, etc.);

Observes parking meter violations, other standing traffic violations and obvious parking violations such as unauthorized parking in restricted areas;

Investigates complaints of quality of life violations pertaining to local codes, ordinances and laws;

Inspects properties and streets for compliance with permits granted, exclusive of construction activities;

Follows up on violations to assure correction by those responsible;

Explains the requirements of local codes, ordinances and laws to property owners, tenants, and the general public;

Corresponds and meets with property owners and tenants regarding violations of the local codes; ordinances and laws and time allowed for correcting deficient conditions;

Makes complaints to the courts against persons not complying with the local codes, ordinances, and laws;

Uses computer applications such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments.

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REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Familiarity with the geography of the municipality and the location of private and public parking facilities; familiarity with the local codes, ordinances, laws and other applicable areas; ability to learn the procedures and regulations involved in the enforcement of parking ordinances and other standing violations; ability to establish and maintain cooperative relationships with others; ability to enforce parking regulations and local ordinances, codes and laws with tact; ability to communicate effectively both orally and in writing; ability to read and interpret laws, codes, ordinances; good observational skills; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Graduation from high school or possession of a high school equivalency diploma and either: (a) two (2) years of work experience where the primary function of the position was conducting field inspections and/or investigations; or (b) two (2) years of work experience which required familiarity with municipal codes and ordinances; or (c) two (2) years of work experience involving public contact\*.

\*DEFINITION: Public contact experience shall be defined as experience which includes, but is not limited to, information gathering, disseminating and clarifying, inspecting, negotiating or counseling. The nature of the contact is such that it requires judgment on the part of the individual in dealing with or responding to another person.

SPECIAL REQUIREMENT: Possession of a valid license to operate a motor vehicle in New York State, appropriate to the vehicle to be operated.