

City of Watsonville

PARKING CONTROL OFFICER

Temporary, Part-Time
(Up to 900 hours per fiscal year)

\$18.26 - \$24.46/hour

Filing Deadline: Thursday, June 16, 2016 at 5:00 p.m.

No postmarks accepted



Employment Opportunity

*“Opportunity Through
Diversity; Unity Through
Cooperation”*

Human Resources Department
275 Main Street, Suite 400
4th Floor
Watsonville, CA 95076
Phone: 831.768.3020
Job-Line: 831.768.3025
Fax: 831.761.0736

www.cityofwatsonville.org

This is a part-time, temporary position. Duties include opening and closing the parking garage and doing regular drive throughs; issuing parking citations and providing information to people visiting the downtown area; assisting college students to their vehicles as needed; and providing assistance for the Farmer’s Market and other downtown events.

DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES

To patrol assigned areas, enforce parking regulations by issuing citations; and to assist citizens by providing directions and handling parking complaints. Employees in this classification receive limited supervision within a framework of standard policies and procedures. This job class functions at a full journey level of classification and requires a knowledge of parking rules and regulations and the ability to courteously and tactfully deal with the public.

TYPICAL DUTIES

- patrols time limited areas and other zones on a three-wheeled motor scooter; issues citations for violations of parking regulations; collects parking garage revenue
- makes minor repairs parking pay station
- gives information to the public concerning City geography, governmental services, and location of offices
- assists citizens with parking compliance, abandoned vehicles, vehicle lockouts, lost children, and elderly citizens
- maintains log of citations issued and other related activities
- testifies in court on citations issued as required
- posts "No Parking" signs or barricades for special events
- calls Police to assist drivers with accidents or vehicle breakdowns
- assists Police Officers in directing traffic and traffic control
- may escort students to their parked cars
- performs related duties similar to the above in scope and function as required

SPECIAL REQUIREMENTS

- requires evening, weekend and holiday hours

EMPLOYMENT STANDARDS

Possession of:

- a valid Class C California Driver's license, including a safe driving record

Knowledge of:

- local traffic ordinances
- proper police radio procedures

Ability to:

- enforce traffic regulations
- read and understand City parking policies and regulations
- safely operate a vehicle
- follow oral and written directions in an independent manner
- accurately memorize details and incidents
- properly operate mobile and hand held radio
- tactfully and courteously deal with the public
- speak English and Spanish highly desirable
- establish and maintain effective work relationships with those contacted in the performance of required duties

Training and Experience: Any combinations of training and experience which provides the required knowledge and abilities is qualifying.

APPLICATION AND TESTING PROCESS

Applications must be submitted to the Human Resources Department, 275 Main Street, suite 400, 4th floor, Watsonville, CA 95076, by the filing deadline. **No postmarks accepted.** An application may be obtained by calling 768-3025 or go to the City's website at www.cityofwatsonville.org. All candidates will receive written notification after applications have been screened for requirement compliance. Written performance and interview testing dates will be announced at a later time.

APPOINTMENT

Prior to appointment to the position of Parking Control Officer, background investigation, medical examination and Department of Justice Livescan fingerprinting may be required.



The City of Watsonville is an Equal Opportunity Employer and encourages workplace diversity. The City of Watsonville is committed to compliance with the Americans with Disabilities Act by including people with disabilities in all of its programs and activities.

NOTE: THIS ANNOUNCEMENT DOES NOT CONSTITUTE A CONTRACT, EXPRESSED OR IMPLIED, AND ANY PROVISIONS CONTAINED IN THIS BULLETIN MAY BE MODIFIED OR REVISED WITHOUT NOTICE