

PARKING METER ATTENDANT

IV-6045

Date: October 2009

Department/Division: Finance & Administrative Services

FLSA: Non-Exempt

Reports to: Parking/Meter Operations Supervisor

PURPOSE OF POSITION

Under general direction of the Parking/Meter Operations Supervisor, provides enforcement of parking ordinances by issuing citations for illegal parking in the central business district and selected outlying areas.

ESSENTIAL DUTIES OF POSITION (with or without accommodation)

The following duties are normal for this position. These are not to be construed as exclusive or all inclusive. Other duties may be assigned.

- Patrols the central business district and other designated areas and observes parking violations.
- Issues citations where appropriate - overtime parking, no parking zones, bus stops, loading zones, handicap spaces, etc.
- Conducts surveillance of license plate numbers on the stolen auto list.
- Enters data and operate the portable hand held computer used to record citations.
- Uploads/downloads data between hand held computer and the main computer.
- Observes and reports traffic signal and parking meter malfunctions.
- Appears in court to testify and provide evidence concerning citations issued.
- Always alert for lost or neglected children and sick or injured citizens and reports made regarding such.
- Assists citizens and answer questions regarding directions and other general information regarding the area.
- Applies and removes vehicle immobilizers.
- Maintains good public relations through courteous and prompt attention to all citizen requests for service.
- Maintains regular and prompt attendance at work.
- Regularly lifts and/or moves up to 10 pounds and occasionally lifts up to 30 pounds.
- Expected to temporarily perform duties outside of normal classification in the event of a declared emergency. In the event that an employee is excused from work other than being sick, they will be required to report to work in a state of declared emergency.

MINIMUM TRAINING AND EXPERIENCE REQUIRED TO PERFORM ESSENTIAL FUNCTIONS

Graduation from standard high school or GED equivalent. Preferably including some working knowledge and prior experience with personal computers and work with the general public; or any combination of experience and training which provides the required knowledge, skills and abilities.

MINIMUM ABILITIES REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Abilities

The employee frequently is required to use hands and fingers to handle and feel; reach with hands and arms; and smell. Ability to quickly move hands, hands together with arms, or two hands to grasp, manipulate, or assemble objects, ability to exert muscle force repeatedly or continuously over time; this involves muscular endurance and resistance to muscle fatigue, ability to use abdominal and lower back muscles to support part of the body repeatedly or continuously over time without 'giving out' or fatiguing, ability to quickly and repeatedly bend, stretch, twist, or reach out with body, arms, and/or legs.

Ability to speak clearly so others can understand you, ability to see details at close range (within a few feet of the observer), ability to see details at a distance, ability to identify and understand the speech of another person, ability to listen to and understand information and ideas presented through spoken words and sentences.

Job Knowledge

Job requires a good working knowledge of the municipal parking ordinances, rules and regulations and the ability to interpret and apply them in a fair and impartial manner. Thorough knowledge of the location and relationship of streets, major buildings and points of interest in Sioux City. A working knowledge of, and the ability to maintain effective public relations while appropriately enforcing ordinances and regulations.

Language Ability and Interpersonal Communication

Requires effective communication skills and the ability to provide effective and courteous assistance to customers (external and internal). Requires the ability to speak clearly, distinctly and effectively with fellow employees and the general public; read in English and compare similarities and differences between words and series of numbers; apply common sense understanding to the work process, procedures, programs and services; and to follow verbal and written instructions. Ability to establish and maintain an effective working rapport with City officials, fellow employees and the general public.

Work Environment

While performing the duties of this job, the employee is regularly exposed to moving mechanical parts, fumes or airborne particles, toxic or caustic chemicals, outside weather conditions, and vibration . Ninety-nine percent of the work is done outdoors. The noise level in the work environment is usually very moderate.

Special Requirements

Requires a valid Motor Vehicle Operators License with three wheel motorcycle endorsement issued by the State of Iowa.

The City of Sioux City is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages employees and prospective employees to discuss needed accommodations with the appropriate City representatives.

Approved Resolution 2009-000766
Dated 10/05/09