

POSITION TITLE: PARKING SERVICES TECHNICIAN
DEPARTMENT: SAFETY
DIVISION: POLICE

**CITY OF
BOWLING GREEN**

REPORTING RELATIONSHIPS

Police Lieutenant / Service Bureau

POSITION REPORTS TO

DIRECT REPORTS BY TITLE:

None

DIRECT: 0

INDIRECT: 0

POSITION FUNCTION

This position is responsible for enforcing metered and general parking ordinances, the collection of meter parking fees, and the installation and maintenance of parking meters.

JOB RESPONSIBILITIES

Enforces meter and general parking ordinances in compliance with the policies and procedures of the Police Division

Collects parking fees and fines

Installs parking meters

Performs periodic maintenance and repair of parking meters

Completes reports and forms in a timely, accurate manner

Reports crimes and/or unusual situations that come to his/her attention

Develops recommendations to improve control of parking within the City, forwarding such recommendations to his/her supervisor

May function as a relief school crossing guard

May be called upon to respond to and handle animal complaint calls

Performs other duties as assigned

PHYSICAL REQUIREMENTS

Job requires incumbent to stand and/or sit for prolonged periods of time, walk, talk/hear, use hands to finger, handle or feel, and reach with hands and arms; incumbent must push, pull, carry or lift up to 100 pounds occasionally and up to 50 pounds frequently.

REQUIRED SKILL SETS	
<p><i>Occupational/Technical Skills</i></p> <p>Knowledge of City parking ordinances; and the operation, functions, powers, policies and procedures of the Police Division</p> <p>Knowledge of mechanical timer repair</p> <p>Ability to utilize hand tools such as screwdriver, meter wrenches and pry bars</p> <p>Ability to drive a motorized vehicle in all types of traffic and weather conditions</p> <p>Ability to use spreadsheet, database, word processing and selected job-specific software</p> <p>Must maintain a valid Ohio Driver's License and have the ability to drive</p> <p><i>Administrative Skills</i></p> <p>Ability to analyze and resolve situations and problems</p> <p>Ability to adequate allocate resources to meet objectives</p> <p>Ability to use techniques of effective time management</p> <p>Ability to use a computer terminal to accurately and rapidly enter and retrieve data and information</p> <p><i>Cognitive Skills</i></p> <p>Ability to deal with a variety of concrete variables in situations where significant standardization exists</p> <p>Ability to identify problems, recognizing symptoms, causes and alternative solutions</p>	<p>Ability to interpret a variety of instructions in written, oral, diagram or schedule form</p> <p>Ability to interpret documents such as safety rules, operations and maintenance instructions, and procedure manuals</p> <p><i>Communications Skills</i></p> <p>Ability to let people know of decisions, changes, and other relevant information in a timely fashion</p> <p>Ability to speak effectively one-to-one</p> <p>Ability to demonstrate attention to and convey understanding of the comments or questions of others</p> <p>Ability to prepare clear and concise reports, correspondence and other written materials</p> <p><i>Interpersonal Skills</i></p> <p>Ability to use tact and discretion</p> <p>Ability to develop and maintain smooth, cooperative working relationships with peers, subordinates, and superiors</p> <p>Ability to deal courteously and diplomatically with the general public</p>

DESCRIPTION OF WORKING CONDITIONS
Work is typically performed outdoors in potentially inclement weather conditions, with moderate contact with citizens and the general public.

EXPERIENCE AND/OR EDUCATIONAL REQUIREMENTS
High school diploma or equivalent; valid Ohio Driver's License; six months to one year of relevant experience; or any combination of education, training and work experience which provides the required skill sets to perform the essential functions of the job.

The requirements listed are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This Position Description is intended to identify and illustrate the kinds of duties that may be assigned to its incumbents. It should not be interpreted as describing all of the duties that may ever be required of such an employee, or be used to limit the nature and extent of assignments such individuals may be given.

Completed by Resource Management Strategies, Inc. (RMS) on July 3, 1999. This position Description is based on a Position Analysis Questionnaire (PAQ) completed by the incumbent.