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

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

**Occupational/Technical Skills**
- Knowledge of City parking ordinances; and the operation, functions, powers, policies and procedures of the Police Division
- Knowledge of mechanical timer repair
- Ability to utilize hand tools such as screwdriver, meter wrenches and pry bars
- Ability to drive a motorized vehicle in all types of traffic and weather conditions
- Ability to use spreadsheet, database, word processing and selected job-specific software
- Must maintain a valid Ohio Driver’s License and have the ability to drive

**Administrative Skills**
- Ability to analyze and resolve situations and problems
- Ability to adequately allocate resources to meet objectives
- Ability to use techniques of effective time management
- Ability to use a computer terminal to accurately and rapidly enter and retrieve data and information

**Cognitive Skills**
- Ability to deal with a variety of concrete variables in situations where significant standardization exists
- Ability to identify problems, recognizing symptoms, causes and alternative solutions

| Ability to interpret a variety of instructions in written, oral, diagram or schedule form |
| Ability to interpret documents such as safety rules, operations and maintenance instructions, and procedure manuals |
| Ability to let people know of decisions, changes, and other relevant information in a timely fashion |
| Ability to speak effectively one-to-one |
| Ability to demonstrate attention to and convey understanding of the comments or questions of others |
| Ability to prepare clear and concise reports, correspondence and other written materials |
| Ability to use tact and discretion |
| Ability to develop and maintain smooth, cooperative working relationships with peers, subordinates, and superiors |
| Ability to deal courteously and diplomatically with the general public |

### 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.