

CITY OF CHIPPEWA FALLS POLICE DEPARTMENT POSITION DESCRIPTION

Position: Parking Enforcement Officer
Reports To: Lieutenant of Field Operations
Union Representation: AFSCME
Written By: 01-02-2014 (Chief Wendy Stelter)
Revised Date: 02-10-2020 (Chief Matthew Kelm)

Position Summary:

The purpose of this position is to monitor parking and provide enforcement as necessary, to work with the Lieutenant of Field Operations, the Police Chief and other city officials about parking concerns, to educate the public about parking violations, to monitor the down town business district, and other areas of the city as requested, for other ordinance violations and report them to the Patrol Division as necessary, and to work within the Police Department's Business Office as directed.

The work is performed under the direction of the Lieutenant of Field Operations with moderate supervision.

Essential Duties/Responsibilities:

The following duties are normal for the position. These are not to be construed as exclusive or all-inclusive and other duties may be required or assigned.

Essential Functions:

- Maintains a communication level with the Community and the Department's employees that enhances the Department's effectiveness and accomplishes the Department's Mission.
- Works independently with little supervision.
- Works and adapts to changing weather conditions.
- Demonstrates consistent, productive and self-motivated performance.
- Demonstrates and maintains confidentiality.
- Patrols city streets and city parking lots for parking violations and takes necessary corrective action (i.e. citation, warning).
- Responds to parking complaints and takes appropriate action.
- Monitors ongoing public nuisance issues as directed and takes action as requested.
- Monitors condition of city owned property (parking meters, city traffic/parking signs, city sidewalks and streets, etc.) and reports information to appropriate person.

- Monitors the downtown area for bicycle, skateboarding and other city ordinance violations and take appropriate action or referral to patrol.
- Maintains a current knowledge of laws and ordinances pertaining to parking enforcement.
- Follows the Department's Policies and work rules.
- Operates department vehicles in safe and legal manner.
- Effectively and professionally deals with verbal abuse; maintains composure.
- Listens to and responds accordingly to police radio communications.
- Actively monitors patrol areas for suspicious behavior and reports observations to patrol watch commander.
- Works as a team member with supervisor and city officials on improving downtown parking.

Other Functions:

- Must have the ability to support and assist as needed in all areas of the business office responsibilities (filing, data entry, issues bicycle and animal licenses, etc.).
- Provides support and communication to the Patrol and Investigative Divisions as needed.
- Performs other such duties as assigned.

Supervisory Requirements:

- None.

Education and/or Experience Requirements:

- High School Diploma or equivalent
- Technical College Degree in a related field preferred.
- Prior work experience in a law enforcement setting preferred.

Licenses, Certifications, Other Requirements, etc.:

- Be at least 18 years of age.
- Possess a valid driver's license.
- Ability to become certified and maintain certifications in TIME, WILENET, and E-TIME.
- Ability to be trained and maintain proficiency on the use of Oleoresin Capsicum Spray.

Knowledge, Skills, & Abilities:

- Knowledge of modern office practices, procedures, and equipment.
- Knowledge and experience in the use of e-mail and Internet browsers.
- Ability to carry out a multitude of duties simultaneously and meet deadlines.
- Knowledge of Business English, Punctuation, Spelling, and Arithmetic.

- Ability to problem-solve and take appropriate action.
- Ability to make independent decisions in accordance with precedents and regulations. Able to apply these decisions to work situations.
- Ability to understand and effectively carry out oral and written instructions with minimal direction and supervision.
- Ability to communicate effectively with all police department staff, city officials, and the public.
- Ability to read and interpret policy manuals, statutes, city ordinances, etc.
- Ability to assess and handle stressful situations in a calm manner by exercising good judgment, decisiveness, tact, courtesy, and creativity.
- Ability to operate office equipment such as: computer and keyboard, photocopier, computer printer, calculator, cell/telephone, and fax machine.
- Ability to organize and prioritize work effectively within general departmental guidelines.
- Ability to plan and organize work in the short and long term; in order to meet deadlines.
- Ability to work a regular work schedule.

Physical Demands:

- **Standing/Walking:**
Significant amount of standing and walking on concrete or asphalt pavement of even, uneven, paved and unpaved surfaces. While inside; stand and walk on concrete, vinyl and carpeted floors.
- **Sitting:**
Significant amount of sitting while driving the department's parking enforcement vehicle.
- **Carrying:**
May routinely carry objects of varying sizes up to 100-feet in distance. Objects may be of different substances or shapes.
- **Lifting:**
Very little lifting of objects as part of regular duties (i.e., lifting printer paper packs, stacks of report forms, etc.). Lifting does not normally require anything over shoulder height. Weights can range up to 20 pounds.
- **Pushing/Pulling:**
Significant amount of pushing/pulling parking chalk stick. Less of moving items around in office environment.
- **Bending:**
Significant amount of moving at the waist to pick up or lay down an object, to chalk a tire, to collect parking payments in drop boxes, etc.

- **Reaching:**
Significant amount of reaching while enforcing parking violations. Some reaching while assisting in the Records Department.
- **Twisting:**
Significant twisting is required sitting in parking enforcement vehicle and enforcing parking violations. Less twisting sitting at a desk or table while reaching for the telephone, computer, and other office related items.
- **Climbing – Height:**
Frequent climbing stairs between levels of various buildings.
- **Hearing:**
Must have hearing sufficient (unaided or aided) to perform essential hearing tasks. Essential hearing tasks include, but are not limited to: discerning and distinguishing spoken words and speech. If amplification devices are used, they must be of the type that prevents further hearing loss, but also allows the employee to perform essential hearing tasks.
- **Vision:**
Must have vision sufficient (unaided or aided) to perform essential sight tasks. Ability to coordinate eyes, hands, feet, and limbs in performing skilled movements such as driving a motor vehicle, keyboard use, etc.
- **Voice:**
Must have voice sufficient (unaided or aided) to perform essential speaking tasks.

Environment:

- Most of work day is outside.

Equipment/Tools:

- Motor vehicle.
- Normal office tools/equipment.

Products/Materials:

- Chalk.
- Common office products.

Employee's Signature

Supervisor's Signature

Date

Date