

CITY OF HELENA



Position Title: Parking Control Officer

Department: Parking Commission

Grade: 120

FLSA: Non-Exempt

The City of Helena is an equal opportunity employer. The City shall, upon request, provide reasonable accommodations to otherwise qualified individuals with disabilities.

Job Purpose:

The purpose of this position is to regulate and encourage the turnover of customer parking spaces and discourage abuse by long term parking patrons by enforcing the policies and procedures adopted by the Helena Parking Commission, City of Helena and State of Montana.

Essential Duties: *These job functions are the essential duties of the position and are not all-inclusive of all the duties the incumbent may be assigned.*

This position patrols on-street and lot parking; inspecting parking meters, length of time, and restricted zones; and enforces and tickets within the Helena Parking Commission District. Also patrols major arterials, high traffic areas and other appropriate areas within the City for violations of yellow curb ordinances, fire hydrant laws, loading zones and other parking laws, ordinances and policies; monitors and reports license numbers of potential abandon vehicles in patrol area. The position assists pedestrians, motorists and visitors by explaining parking policies, applicable ordinances and facility locations; response to general inquiries regarding the City of Helena and traffic routes to, from and in the City are also common. The incumbent may perform traffic control or traffic direction during parades or special functions. The incumbent may also perform light cleaning duties within the parking system; pick up broken glass, boxes, cans and other debris. Maintains positive communication with supervisor and other department or city staff.

Essential Knowledge, Skills and Abilities Related to this Position:

Knowledge of:

- Basic office practices, methods and computer equipment.
- Principles and procedures of record keeping and reporting
- Occupational hazards and standard safety practices necessary in the area of work assigned
- Helena area and directions to commonly visited locations

Skill or ability to:

- Drive and operate a motor vehicle safely
- Communicate effectively and tactfully with the public and co-workers
- Learn, interpret and apply policies, procedures, laws, codes, ordinances and regulations pertaining to assigned programs and job functions
- Perform assigned duties involving the use of independent judgment
- Prepare clear and concise reports

Physical Demands:

Must be able to sit, stand, walk 10-15 miles daily, kneel, crouch, stoop, twist, climb and lift up to 20 lbs; work in conditions where there is exposure to cold, heat, noise, outdoor weather, vibration and confining work spaces.

Minimum Qualifications (Education, Experience and Training):

This position requires a minimum of a high school diploma or equivalent and at least one year of responsible work experience involving public contact. Other relevant combinations of education and work experience may be evaluated on an individual basis.

License or Certificate:

Must possess a valid driver's license with acceptable driving record at the time of hire and have the ability to obtain a valid MT driver's license within six months of hire.

Supervision Received:

General supervision from the Parking Manager

Supervision Exercised:

None

The specific statements shown in each section of this position description are not intended to be all inclusive. They represent typical elements and criteria considered necessary to perform the job successfully.