CITY OF BURBANK

PARKING CONTROL OFFICER

DEFINITION

Under direction, to patrol an assigned area for the purpose of enforcing all types of parking violations; to write citations; and to do related work as required.

ESSENTIAL FUNCTIONS

Patrols an assigned area and inspects parking conditions; issues citations for all parking violations; provides information to the public; reports by radio any irregular or hazardous circumstances; prepares written reports describing unusual problems or incidents; cites specific equipment violations as codified in Division 3 of the State of California Vehicle Code; impounds vehicles in accordance with Division 11 Chapter 10 of the Vehicle Code; may direct traffic at emergency scenes, parades or other civic events; may act as a temporary substitute Crossing Guard at school crossings; drives on City business.

MINIMUM QUALIFICATIONS

Employment Standards:

- Ability to - Read and understand vehicle codes, regulations, and department policies; explain a variety of parking regulations when requested; be willing to issue citations when violations are observed; analyze situations and respond with a reasonable course of action; establish and maintain effective working relationships with supervisors, fellow employees, and the public.

Education/Training:  Graduation from high school or equivalent and at least 18 years of age.

License & Certificates:  A valid California Class “C” driver’s license or equivalent at time of appointment.

SUPPLEMENTAL INFORMATION

None.