

	<b>THE CITY OF KEY WEST</b> Job Description	<b>Union, Hourly Position</b>	
		<b>DATE OF REVISION</b>	<b>7/14/2011</b>
<b>POSITION</b>	<b>PARKING ENFORCEMENT SPECIALIST</b>	<b>MIN. HOURLY WAGE</b>	<b>\$10.9595</b>
<b>DEPARTMENT</b>	<b>Parking Division</b>		
<b>JOB CODE</b>	<b>10087</b>	<b>GRADE</b>	<b>G12</b>

**PHYSICAL LOCATIONS:**

- 3104 Flagler Ave, Key West and corporate limits of the City of Key West or where otherwise assigned.

**REPORTING RESPONSIBILITIES:**

- Reports directly to the Parking Manager, or other supervisor in charge.

**GENERAL FUNCTIONS:**

- City enforcement position as it relates to enforcement of metered parking space time limits, special parking permits and general violations of State Law and City Ordinance relating to parking of vehicles. Additionally, cross-trained as school crossing guard to substitute as needed.

**ESSENTIAL FUNCTIONS (Without Accommodation):**

- Able to read, write, speak and understand English in order to communicate effectively with the public
- Able to move around the City navigating over unlevel ground, curbs and streets and ramps in Parking Garage on foot
- Able to stand and walk 8 hour shifts
- Able to use all equipment as specified
- Able to work a forty (40) hour work week and overtime when necessary
- Able to work other shift hours as necessary including Traffic Court outside of normal shift
- Able to work outside in all types of weather
- Able to work any holiday or festival event
- Able to see (with accommodation) 20/20 without significant color blindness
- Able to hear in the spoken word range
- Able to use handheld stop paddle and whistle

**EQUIPMENT TO BE USED:**

- Cell phone with camera
- Wheel propelled measuring device
- Parking citations by hand or handheld device
- Tow-away slips, warning slips
- Stop paddle and whistle
- Vehicle immobilization device (boot)
- Computer for email, correspondence and ordinance research

**ENVIRONMENT:**

- This job consists mainly of driving a vehicle within the various areas of the city, and exiting the vehicle to perform job functions. Frequently the assigned areas of patrol are covered by walking beats. The employee is exposed to all weather conditions inherent to Key West. The vehicles are used as shelters and for patrolling during times unfit for walking patrols. Minimal time in office environment. On occasion, substitution crossing guard duties are required. Other duties as assigned.

**PHYSICAL REQUIREMENTS:**

- Standing 15 %
- Bending 5 %
- Reaching 5 %
- Sitting 5 %
- Riding 25 %
- Walking 45 %

**DUTIES/TASKS/JOBS:**

- Check for parking meter violations and issue parking citations to offending vehicles
- Monitor special parking zones or areas for violations and issue parking citations to offenders
- Check for valid parking permits in city patrolled areas and issue citations to offending vehicles
- Check for parking violations of other applicable parking ordinances/laws in any area as directed and issue parking citations to offenders
- Prepare reports of accidents and other unusual circumstances
- Ability to deal with the general public, frequently under circumstances sometimes disturbing to them in a calm and professional manner
- Work with other staff in support role or reinforcement when necessary
- Initiate towing of vehicles as directed
- Immobilize vehicles as directed
- Prepare for and deliver testimony in Traffic Court in professional manner.
- Perform email, correspondence, ordinance research, some minimal paperwork

**REQUIRED KNOWLEDGE/ SKILLS/ ABILITIES/ QUALIFICATIONS:**

- US citizen or legal resident alien eligible/authorized to work in the United States with proof of same.
- Shall be at least eighteen (18) years of age
- Shall be drug free per City of Key West employment policy
- Shall have no felony convictions, or misdemeanor convictions involving perjury or false statement.
- Discretion and confidentiality.
- Experienced in public contact.
- Ability to enforce parking ordinances/laws with tact, firmness and impartiality and to deal courteously with the general public.
- Ability to react quickly and calmly in emergencies.
- Ability to self direct and work with minimal supervision to perform adequately the tasks assigned or required under adverse conditions.

- Vision correctable to 20/20 without significant color blindness.
- Normal hearing in the spoken word range.
- Average oral and written language skills.
- Bilingual in Spanish is desirable; any second language is a plus.
- Basic computer skills for correspondence, email and ordinance research
- Valid Florida Operator License.
- High school diploma or equivalent.

**Periodically duties, equipment, material, and/or job setting(s), other than those listed, are required and will be considered as part of the regular job while in effect.**

**The listing of tasks is in no way to be considered a complete listing of all possible tasks, nor is the requirements for an ability or skill a guarantee that ability or skill is going to be used.**

I \_\_\_\_\_, have read this job description and hereby agree with the above noted "Acknowledgments", that I meet the requirements and qualifications and if hired, can perform these and related duties as assigned. I further affirm that I understand the job description may be amended periodically, as is the right of the City of Key West.

\_\_\_\_\_  
**Applicant Signature**

\_\_\_\_\_  
**Date**

**THE CITY OF KEY WEST IS AN EQUAL OPPORTUNITY /  
AFFIRMATIVE ACTION/  
VETERANS PREFERENCE EMPLOYER  
& A DRUG-FREE WORKPLACE**

**Apply at:**

**City Hall, Office of Human Resources  
3102 Flagler Avenue  
Key West, FL 33040  
Telephone: (305) 809-3714**