



CITY OF DOVER, NEW HAMPSHIRE

Supplemental Position Description

Position: Parking Enforcement Officer	Position Control No: XX-XX-XX-XX
Classification-Series: Parking Control Officer	FLSA Status: Non-Exempt, Per-diem
Occupational Grouping: Public Safety	Union – Grade: DPA – Grade 13
Organizational Unit: Police Department	Primary Job Location: 46 Locust Street, Dover, NH

JOB SUMMARY: THIS IS AN “AS-NEEDED” POSITION AND NO HOURS ARE GUARANTEED ON A WEEK TO WEEK BASIS. This position will fill in for open shifts, cover vacations, sick leave and special events. Shifts will normally be on weekday afternoons from 2-7 pm but may change as required.

Performs highly responsible enforcement of the parking laws of the State of New Hampshire and Ordinances of the City of Dover as they pertain to the parking of motor vehicles on public ways. Primary span of enforcement will be the downtown Dover area but duties may include City-wide enforcement. Work schedule will generally be between 2 pm to 7 pm Monday through Friday, but may vary at times to include 8 hour days.

ACCOUNTABILITY: Works under supervision of the Police Department’s Parking Manager and within the police department’s organizational structure; works independently to perform daily patrol functions and perform other tasks as assigned.

SUPERVISION EXERCISED: Not applicable.

TYPICAL EQUIPMENT USED: Handheld parking ticket computer; portable radio, chalk stick, writing implements, vehicle immobilization device, assorted hand tools, motor vehicle, snow shovel, snow blower, MT55 Snow machine, pick-up truck.

TYPICAL WORK ENVIRONMENT: Outside: 95% Inside: 5%

DUTIES AND RESPONSIBILITIES (Except as specifically noted, the following functions are considered essential to this position. The listed examples may not include all duties found in this class):

1. Patrol assigned areas of the City, on foot or on occasion motorized patrol, for parking violators and take necessary enforcement action. Enforce overtime, permit and meter, and other violations and issue tickets.
2. Inspect parking meters to ensure their continuous operation, report deficiencies, perform routine service on all meters. Collect and deposit meter revenues as required and in accordance with established procedure.
3. Develop and maintain a full understanding of parking laws and ordinances as they apply to the City of Dover. Be familiar with contemporary parking issues and concerns. Detect, document, and report parking space deficiencies, obstructed spaces, and improper signage and pavement markings.
4. Assist in parking and traffic surveys as assigned. Assist in routine maintenance of public parking spaces as necessary (such as individual space marking, repainting, or snow removal).
5. Assist with traffic direction and control; place traffic cones, barricades, and/or temporary traffic directional or regulatory signs as appropriate.

6. Assist with snow removal.
7. Answer inquiries and provide directions as appropriate to motorists and to the general public.
8. Be familiar with and execute safe work procedures associated with assigned work.
9. Provide courtroom testimony as required to assist with the prosecution of offenders.
10. Perform other related duties as required by the Chief of Police.

TYPICAL PHYSICAL ACTIVITY REQUIREMENTS:

<p>LIFT: -Up to 10 lbs.: Often required. -11 to 25 lbs.: Often required. -26 to 50 lbs.: Occasionally required. -Over 50 lbs.: Occasionally required.</p> <p>CARRY: -Up to 10 lbs.: Often required. -11 to 25 lbs.: Often required. -26 to 50 lbs.: Occasionally required. -Over 50 lbs.: Occasionally required.</p> <p>REACH: -Above shoulder height: Occasionally required. -At shoulder height: Often required. -Below shoulder height: Often required.</p>	<p>PUSH/PULL: Occasionally required. TWISTING: Occasionally required. BENDING: Occasionally required. CRAWLING: Rarely required. SQUATTING: Occasionally required. KNEELING: Occasionally required. CROUCHING: Occasionally required. CLIMBING: Occasionally required. BALANCING: Rarely required. GRASPING: Often required. HANDLING: Often required. TORQUING: Occasionally required. FINGERING: Occasionally required.</p>
--	--

DURING AN 8 HOUR DAY, EMPLOYEE IS TYPICALLY REQUIRED TO:

<p>CONSECUTIVE HOURS: Sit: .5 hours Stand: 1 hours Walk: 6.5 hours</p>	<p>TOTAL HOURS: Sit: .5 hours Stand: 1 hour Walk: 6.5 hours</p>
--	---

COGNITIVE AND SENSORY REQUIREMENTS:

<p>TALKING: Necessary for communicating with others. HEARING: Necessary for receiving instructions and information. SIGHT: Necessary for performing job effectively. TASTING & SMELLING: Not required.</p>

TYPICAL WORK SURFACE(S): Asphalt, concrete, dirt and landscaped surfaces; cement, carpet and tile floors; snow or ice covered sidewalks and streets; construction sites.

TYPICAL CONTROLS & EQUIPMENT: Handheld parking ticket computer; portable radio, chalk stick, writing implements, vehicle immobilization devices, assorted hand tools, motor vehicle, snow shovels, snow blower.

SUMMARY OF OCCUPATIONAL EXPOSURES: Fumes from vehicles; motor vehicle and pedestrian traffic; extremes of climate and weather; uneven or slippery ground surfaces, biting insects.

KNOWLEDGE, SKILL AND ABILITY REQUIREMENTS: Knowledge of laws, statutes and ordinances as they relate to the parking of vehicles within the City of Dover; ability to operate a motor vehicle under non-emergency conditions; ability to stand/walk for long periods of time; ability to utilize hand held computerized ticketing equipment; ability to operate and repair parking meters and related equipment; ability to exercise discretion in dealings with the public; emotional stability and

the ability to deal effectively with the public under sometimes hostile circumstances; ability to establish and maintain effective working relationships with fellow employees and with city merchants; physical capabilities sufficient to allow working in all types of weather conditions and to climb on, over, or around obstacles as necessary to perform parking enforcement duties in construction areas and in winter conditions.

EDUCATION/LICENSURE/CERTIFICATION REQUIREMENTS: High School diploma or GED. Must possess a valid motor vehicle operator's license.

SPECIFIC VOCATIONAL PREPARATION/EXPERIENCE REQUIREMENT(S):

<input checked="" type="checkbox"/> 1. None.	<input type="checkbox"/> 6. 1 to 2 years.
<input type="checkbox"/> 2. Short demonstration up to 30 days.	<input type="checkbox"/> 7. 2 to 4 years.
<input type="checkbox"/> 3. 30-90 days.	<input type="checkbox"/> 8. 4-10 years.
<input type="checkbox"/> 4. 91-180 days.	<input type="checkbox"/> 9. Over 10 years.
<input type="checkbox"/> 5. 181 days to 1 year.	

OTHER CONSIDERATIONS AND REQUIREMENTS: The City of Dover has undertaken a comprehensive review of its parking management practices and its downtown parking policies. In accordance with periodic recommendations of the Parking Commission, parking management in the downtown includes installation and maintenance of paid (metered) parking, on-street timed enforcement, and management of off-street permits. Candidates should also be prepared to adapt to changes in organizational structure, equipment, and local ordinances as they relate to the control of public parking supply in the City.

Classification Established: 07/01/1996

Job Description Developed: 07/22/1986

Reviewed: 09/22/2016, 03/13/2017