CLASS TITLE: PARKING OFFICER

BASIC FUNCTION:

Under the direction of an assigned manager, patrol parking lots, parking areas and traffic movement in and around the College campus; assist in the safe parking and movement of vehicles; monitor and respond to safety and emergency situations.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:
Patrol parking lots, parking areas and traffic movement in and around the College campus; assist in the safe parking and movement of vehicles; issue citations; monitor and respond to safety and emergency situations.

Assure compliance with and enforce State Vehicle Code, State Penal Code and campus regulations; investigate violations and crimes; drive a vehicle to conduct work.

Patrol parking lots, bicycle areas and campus interior to protect students, staff and faculty and prevent theft and vandalism.

Assist students, staff and faculty who lock their keys in their vehicles or have disabled vehicles; assist visitors and provide directions to Campus locations; verify visitor credentials as appropriate.

Respond to hazardous materials leak and spill situations according to established guidelines and procedures.

Report safety, sanitary, fire hazards and maintenance and repair needs to appropriate authority.

Communicate with other campus security and staff, administrators, parents, students, police and fire departments, alarm companies and others to exchange information and resolve issues and concerns.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:
Methods and practices of effective parking techniques.
Vehicle operations and safe driving practices.
Oral and written communication skills.
Standard broadcasting procedures of assigned radio system.
Basic methods of individual and group supervision.
Record-keeping techniques.
Interpersonal skills using tact, patience and courtesy.

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ABILITY TO:
Patrol effectively, detecting and preventing problems within established guidelines.
Establish and maintain cooperative and effective working relationships with others.
Learn applicable sections of the State Education Code, Motor Vehicle Code and other related laws.
Interpret, apply and explain rules, regulations, requirements and restrictions.
Communicate effectively both orally and in writing.
Maintain records and prepare reports.
Determine appropriate action within clearly defined guidelines.

EDUCATION AND EXPERIENCE:
Any combination equivalent to: graduation from high school and one year directly related experience.

LICENSES AND OTHER REQUIREMENTS:
Valid California Driver’s License and ability to qualify for District vehicle insurance coverage.
Complete and pass a State Certified Course in the use of Pepper Spray at College expense. Once successfully passing the course Parking Officer shall be required to carry a canister of Pepper Spray, while on-duty and after signing for the District’s use of Force Policy.

WORKING CONDITIONS:
ENVIRONMENT:
Indoor and outdoor environment.
Seasonal heat and cold or adverse weather conditions.
Driving a vehicle to conduct work.

PHYSICAL DEMANDS:
Seeing to monitor parking lot activities.
Hearing and speaking to exchange information.
Dexterity of fingers and hands to operate assigned equipment.

HAZARDS:
Driving a vehicle during adverse weather conditions.
Contact with dissatisfied or abusive individuals.