

City of Bellingham  
**Classification Specification - Civil Service or AFSCME**

CLASS TITLE	Parking Enforcement Officer
DEPARTMENT	Police
UNION:	114
SG:	9
CS:	Entry
FLSA:	Y
EE04CODE:	PS

**NATURE OF WORK:**

Enforces all standing and parked vehicle traffic violations in downtown Bellingham and other City areas as assigned. Issues citations and, as necessary, explains City parking policies to violators and/or other interested citizens. Investigates and takes action on public complaints about parking problems, as well as Scofflaw violators. Determines and orders vehicle removal when appropriate. Reports accidents, disturbances or malfunctioning city traffic equipment to the What-Comm Center for action by appropriate department. Provides public with general information about Bellingham including locations of and directions to various City sites.

**DISTINGUISHING CHARACTERISTICS:**

Position is distinguished from other uniformed police positions by its limited commission. The position works primarily in the downtown area and has authority to issue citations for a variety of violations including overtime parking, misuse of designated parking areas, and hazardous parking. Makes decisions about towing offending vehicles and investigates Scofflaw violators.

**SUPERVISORY RELATIONSHIPS:**

Reports to the Police Sergeant assigned to the Traffic Division. Works independently under the guidance of City ordinances as well as Department policies and procedures.

**ESSENTIAL FUNCTIONS:**

1. Daily patrols, using a three-wheeled motor vehicle, automobile or on foot, of assigned areas to ensure compliance with City parking regulations.
2. Issues citations to vehicle owners, based on violations of ordinances governing the use of City parking spaces. Citations are issued manually or by use of a computerized hand-held device.
3. Responds to citizen inquiries regarding citations issued by explaining City policies and/or procedures.
4. Testifies in court when citations are contested.
5. Investigates and resolves issues and takes action on parking problems called in by the public.

6. Initiates and follows up investigations of Scofflaw violators. May determine whether towing of the subject vehicle is appropriate; testifies in front of Hearing Examiner to defend actions regarding removal/towing of vehicles.
7. Uses radio equipment to report accidents, disturbances or malfunctioning traffic equipment to What-Comm. Responds to directions from What-Comm.
8. Assists the public by providing general information about the City and directions to various City locations. May also provide assistance to the public during emergency situations.
9. Responds to automobile accidents and assists in traffic control; gathers information from witnesses and parties involved. Assists Police Officers with traffic control and street closures during special events.
10. Investigates abandoned vehicle complaints and determines whether removal of the vehicle is warranted. Issues citation if appropriate. Prepares related paperwork.
11. Gathers information and writes reports to document incidents and investigations, especially if additional complaints in the matter are likely. Enters report information into database.

**ADDITIONAL WORK PERFORMED:**

1. Performs other parking-related duties of a similar nature and level.

**PERFORMANCE REQUIREMENTS (KNOWLEDGE, SKILLS, AND ABILITIES):**

Skills:

- Good problem solving/decision making skills.
- Strong conflict management skills.
- Strong communication skills. Ability to speak clearly and concisely using courtesy and tact with groups and individuals of diverse occupational and social-economic backgrounds.

Knowledge:

- Working knowledge of City street names, buildings and locations; ability to read maps.
- Parking regulations and restrictions in the City of Bellingham.
- Basic principles and practices of traffic control.
- State and city codes, statutes and ordinances related to parking, vehicle licensing and registration.

Abilities:

- Learn and to enforce laws, policies and procedures governing vehicular parking.
- Write concise, legible reports and accurately complete forms.
- Follow oral and written instructions.
- Work independently with minimal supervision.
- Perform routine and repetitive work.
- Recall information for court testimony.
- Operate hand-held electronic key-pad unit.
- Exercise good judgment under stressful or emergency situations
  
- Prepare clear and comprehensive infractions, records and reports.
  
- Maintain professional composure and demonstrate tact, courtesy and patience at all times and remain calm in stressful situations with angry or upset citizens.
  
- Maintain consistent and punctual attendance.
  
- Ability and willingness to demonstrate the Public Service Competencies of Service Orientation, Results Orientation, and Teamwork and Cooperation.
  
- Physical abilities to perform the essential functions of the job including:
  - Operate a computer and read a computer screen or typewritten page;
  - Frequently communicate verbally;
  - Move between work sites;
  - Frequently reach and lean down to mark tires with a chalk stick;
  - Correctible visual acuity and manual dexterity sufficient to operate a motor vehicle.

**WORKING ENVIRONMENT:**

The majority of daily work is performed out-of-doors, in all types of weather conditions, using a small three-wheeled motorized vehicle or automobile as assigned by the department. May be required to sit for extended periods of time. During severe weather conditions or equipment breakdown, assigned areas may be patrolled on foot. Some portion of work day may be spent indoors preparing reports or testifying in court. The Parking Enforcement Officer works unaccompanied and maintains radio contact with the What-Comm Center. May be regularly exposed to road and traffic hazards and individuals who are irate or hostile. While in uniform and/or driving a police vehicle, the Parking Enforcement Officer will not be allowed to use or display any tobacco product. May be required to work varied shifts including weekends and holidays.

**EXPERIENCE AND TRAINING REQUIREMENTS:**

- High school diploma or equivalent.
- General education course work toward an AA or BA degree in criminal justice or related at an accredited college or university preferred.
- A minimum of one year experience in a position with intensive public contact required.
- Familiarity with computer equipment sufficient to enter reports into database and operate a hand-held electronic-key-pad unit preferred.
- Bilingual proficiency preferred.

**NECESSARY SPECIAL REQUIREMENT:**

- Employment contingent upon passing a criminal convictions check, background investigation, polygraph examination and fingerprinting. Subject to re-check every five years.
- Employment contingent upon passing a pre-employment drug test.
- No record of felony convictions.
- Misdemeanor convictions will also be reviewed. A misdemeanor conviction will not necessarily disqualify an applicant, but offenses, by their nature and recentness, may reveal a lack of specific qualifications for this position.
- Valid Washington State driver's license and good driving record required. Candidate must submit a three year driving record abstract prior to hire.
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**PREPARED BY:** R. Harris  
9/78

**REVIEWED BY:** \_\_\_\_\_  
Clifford Cook, Chief of Police

**REVISED BY:** D. MacDonald  
S. Felmley  
R. Decker  
D. McLeod  
7/94  
L. McGowan-Smith  
M. Stokes  
7/09  
L. McGowan-Smith  
F. Simon  
10/09  
A. Sullivan  
4/14

**COMMISSION APPROVAL:** \_\_\_\_\_ May 14, 2014

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