

## **CLASS TITLE: PARKING INSPECTOR LEAD**

**PURPOSE OF THE CLASSIFICATION:** Under limited supervision, enforces on-street/curb parking regulations and issue citations for violations as authorized and provides direction, instruction and organizes work efforts for Parking Inspectors and contract employees and performs other related assigned duties

### **ESSENTIAL TASKS:**

- Enforces on-street/curb parking regulations
- Assists with development of parking system standards and policies for a growing parking system
- Serves as a lead providing work direction, training and scheduling of other inspectors
- Conducts first level of review of citations
- Prepares related daily and monthly reports, and presents as required to management
- Coordinates meter coin collections
- Performs minor repairs on equipment
- Reviews system integrity to identify deficiencies
- Meets with parking ordinance violators to resolve conflicts
- Must report to work on a regular and timely basis

**Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.**

### **QUALIFICATIONS:**

Training and Experience: Graduation from high school or possession of a General Educational Development Certificate (GED, and five (5) years of progressively responsible experience in work involving public safety/security; or an equivalent combination of training and experience per Personnel Policies and Procedures, Section 128.

Knowledge, Abilities, and Skills: Comprehensive knowledge of effective conflict management, comprehensive knowledge of navigating and geography of city streets; good knowledge of on-street/curb parking regulations; good knowledge of safe driving practices; good knowledge of customer service principles, good knowledge of office procedures and methods, and computer equipment operation, as well as basic recordkeeping principles. Ability to communicate and write legibly; ability to follow verbal and written instructions; and the ability to courteously and tactfully communicate with fellow workers, supervisors, other members of the organization, and the public, in giving and receiving information.

Physical Requirements: Physical requirements include arm and hand steadiness and finger dexterity enough to use a computer, two-way radio and telephone; health and physical condition to permit the full performance of the essential tasks even in severe and/or adverse weather conditions; frequent lifting, carrying and pulling up to 50 pounds; may be subject to walking, standing on feet for long periods of time; reaching, balancing, bending, kneeling, handling, feeling, smelling and twisting; and vision, speech and hearing sufficient to perform the essential tasks.

Licenses and Certificates: Possession of a valid Oklahoma Class "D" Driver's license; and obtain a City of Tulsa Code Citation Certification within six (6) months of employment; and must be licensed by the Oklahoma Council on Law Enforcement Education and Training (CLEET) as an Armed Security Guard.

**WORKING ENVIRONMENT:** Working environment is primarily outdoors; includes inclement weather and occasionally extreme conditions.

**Class Code: 5514**

**EEO Code: N-05**

**Pay Code: OT-19**

**Group: Public Safety**

**Series: Public Safety Technical**

**Effective Date: April 17, 2019**