



# CLASS TITLE | ASSISTANT PARKING INSPECTIONS SUPERVISOR

PAY GRADE: EX-32 | [www.cityoftulsa.org/pay](http://www.cityoftulsa.org/pay)

Class Code: 2085

Effective Date : 06/29/2022

**PURPOSE OF THE CLASSIFICATION:** Under direction, performs supervisory, administrative, and procedural training functions of on-street and curb parking regulation enforcement, including, but not limited to, the issuing of citations, repair processes, booting, collecting, scheduling and organizing employees daily work, maintaining analytic records for Parking Inspectors, contract employees, and engineers, while communicating and coordinating the parking systems work activities to create a cohesive working relationship between the public, contractors and City of Tulsa Departments; and perform all other related duties as assigned.

## ESSENTIAL TASKS:

- Provide training to employees in tasks and duties as described in Parking Inspector I, II, III & IV job descriptions as regulated by applicable local, county, state, and federal laws and the Manual on Uniform Traffic Control Devices (MUTCD) procedures and requirements, including directing employee training in all aspects of parking enforcement
- Assigns, directs, and coordinates employees' daily assignments regarding enforcement, collections, bank deposits, repairs, system changes, sign or paint maintenance, and nuisance vehicle (Scofflaw) operations
- Creates, distributes and maintains parking system analytics, maps, system status, and efficiency reports showing location, object or area identification, and other pertinent parking system information needed for accurate analysis, coordinating with City departments and external customers regarding design implementation or corrections relevant to the on-street parking system and its related infrastructure
- Operates as the primary liaison to the Communications department for media releases, working cooperatively with City departments, the Mayor's office, the Downtown Tulsa Partnership, the Downtown Coordinating Council, and external customers, providing transparency while managing issues and educating citizens regarding parking enforcement and regulations
- Ensures the accurate delivery of parking related public safety response and information, providing high level customer service to garner compliance from internal and external customers
- Oversees all requisitions, purchase orders, uniform supplies, general supply items, including authorization for payments, vehicle acquisitions, and the ordering of repair parts required for the workgroup
- Prepares presentations for management and vendors using data for parking related permits, construction, barricading, yearly parking permits, equipment installation, and traffic routing changes, ordinance changes, and progress reports for management
- Performs the duties of primary safety coordinator, equipment manager, and equipment training instructor for the workgroup
- Educates and trains employees in the proper handling and safe use of firearms
- Performs duties as the primary firearms armorer, firearms instructor, and range safety officer in compliance with policies and procedures and applicable state and federal laws
- 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: Must meet one of the following options or an equivalent combination of training and experience per Personnel Policies and Procedures, Section 128:

1. (a) Graduation from high school or possession of a General Education Development Certificate (GED); **and,**



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- (b) Six (6) years of experience relevant to the essential tasks listed in this job description; **or**,
2. (a) Completion of 120 hours from an accredited college or university; **and**,  
(b) Two (2) years of experience relevant to the essential tasks listed in this job description;

## Knowledge, Abilities and Skills:

### Knowledge of:

- Good knowledge of conflict management
- Good knowledge of all pertinent ordinances and applicable laws as relating to parking, street use, right-of-way, City licensing, code enforcement, permitting practices
- Good knowledge of customer service principles and best practices
- Good knowledge of the geography of city streets; knowledge of recordkeeping practices
- Knowledge in the proper and safe use of multiple hand and power tools
- Knowledge of Kana, Munis, Energov
- Knowledge of methodology and materials used in the operation and intermediate repair of parking meters
- Knowledge of the methods and materials used in the operation and basic repair of parking meters
- Knowledge of basic on-street parking and curb parking and safety regulations
- Knowledge of safe driving and parking practices; knowledge of basic recordkeeping and administrative skills
- Knowledge of City of Tulsa licensing, code enforcement, and applicable ordinances, state and federal regulations and laws, including processes as it relates to parking and parking permitting practices
- Knowledge in the proper and safe use of multiple hand and power tools

### Ability to:

- Ability to practice the MUTCD methods to create and maintain a functional and enforceable parking system
- Ability to communicate proficiently and professionally with internal and external customers in order to achieve job objectives and cause the desired action or understanding
- Ability to diagnose and correct all mechanical or software defects in parking meters
- Ability to teach the MUTCD methods to all employees to create a cohesive, functional, enforceable parking system
- Ability to communicate competently, concisely, write legibly and perform accurate data entry

### Skill in:

- Skill in handling difficult situations calmly and professionally
- Skill in communicating to a diverse customer base
- Skill in leading others and motivating employees
- Skill in effectively resolving conflicts

Physical Requirements: Physical requirements include arm and hand steadiness, finger dexterity enough to use a computer, ability to use and train in firearms, two-way radio and telephone; ability to walk all day, long distances, to including during periods of severe adverse weather conditions, frequent lifting, carrying, pushing or pulling of up to 50 pounds and team lifting up to 300 pounds occasionally. May be subject to extended periods of walking, standing, reaching, balancing, bending, kneeling, ladder climbing, handling, feeling, smelling and twisting; Vision, speech and hearing must be sufficient to perform the essential tasks.

Licenses and Certificates: Obtain and maintain the following;



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1. A valid Class "D" Oklahoma Driver license; **and**,
2. A City of Tulsa Code Enforcement Citation Certification within 6 months of date of hire; **and**,
3. A Council of Law Enforcement Education and Training (C.L.E.E.T.) Certified Phases 1, 2, 3, and 4 licenses within six (6) months of date of hire<sup>1</sup>; **and**,
4. Certificates of C.L.E.E.T certified training of handcuffing and pepper spray possession and use courses within twelve (12) months of date of hire.

**WORKING ENVIRONMENT:** Working environment is primarily outdoors, including inclement weather and occasionally extreme conditions. Exposure to moving vehicles, loud noise, fumes, gas, dust, temperature extremes, wet and slippery surfaces may occur. Work in high traffic areas and exposure to hostile and confrontational situations may occur. Working environment may include working in and around pedestrian and vehicular traffic, weather and temperature extremes, snow- and ice-covered surfaces may occur. And may be exposed to insect bites.

**EEO Code: E-03**

**Group: Public Safety**

**Series: Public Safety Technical**

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<sup>1</sup> Applicants must meet the minimum age requirements related to firearm possession as outlined in Oklahoma statutes. For more information, visit <https://www.oscn.net>.