



CLASS TITLE | PARKING INSPECTOR III

PAY GRADE: OT-18 | www.cityoftulsa.org/pay

Class Code: 5516

06/29/2022

****THIS CLASSIFICATION INCLUDES PAY INCREASE OPPORTUNITIES - OUTLINED BELOW****

PURPOSE OF THE CLASSIFICATION: Under general supervision, enforces procedures for on-street parking, curb parking, handicap parking, stopping and standing ordinance regulations, and issues citations for violations, assisting in the deployment of system changes, permits, construction changes, performing duties as primary systems collector and banking process coordinator, and educates citizens by encouraging proper parking usage and timely space turnover; and performs all other related duties as assigned.

ESSENTIAL TASKS:

- Performs all tasks and duties as described in Parking Inspector I & II job descriptions
- Performs the duties of the primary metered system collections and banking officer
- Performs daily cleaning, inspection and required preventive maintenance all parking meters
- Performs the duties of the metered systems primary quality control technician pertaining to meters, signs, striping, and supporting infrastructure
- Provides in-depth training and guidance to Parking Inspector I and II personnel in advanced Manual on Uniform Traffic Control Devices (MUTCD), and International Parking and Mobility Institute (IPMI) requirements for a metered system
- Replaces damaged or vandalized solar panels, keypads, displays, and other peripheral components on parking meters when nonfunctional or as needed for cosmetic or safety purposes
- Performs painting, cleaning, graffiti and bio hazard removal, to maintain cleanliness, and function
- Completes required training courses to include developmental, (MUTCD), (IPMI), Council on Law Enforcement Education and Training (C.L.E.E.T), and Certified Administrator of Public Parking (CAPP) certifications
- Qualify bi-annually and train in the proper handling and safe use of a firearm
- 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**,
(b) Two (2) years of experience relevant to the essential tasks listed in this job description; **and**,
(c) Two (2) year experience involving public safety, public service, or customer service is preferred by the department; **or**,
2. (a) Completion of tenth (10th) grade; **and**,
(b) Three (3) years of experience relevant to the essential tasks listed in this job description; **and**
(c) Three (3) years' experience involving public safety, public service, parking enforcement, or customer service is preferred by the department.

PAY INCREASE OPPORTUNITY

This position is part of a progression family and is eligible for increases within the progression. More information can be found [here](#).



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Knowledge, Abilities and Skills:

Knowledge of:

- Good knowledge of City of Tulsa licensing, right of way, allowable street use, 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
- 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
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Ability to:

- Ability to practice the MUTCD methods to create and maintain a functional and enforceable parking system Ability to understand and navigate the layout and geography of the city streets
- Ability to communicate competently, concisely, write legibly and perform accurate data entry
- Ability to understand and influence the behavior of customers, others within the organization, or the public in order to achieve the required job objectives and cause the desired action or understanding

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, 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;

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 (C.L.E.E.T.) Certified Phases 1, 2, and 4 licenses within 12 months of date of hire¹; **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.

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



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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: N-05

Group: Public Safety

Series: Public Safety Technical