

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

PURPOSE OF THE CLASSIFICATION: Under direct 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, and educates citizens by encouraging proper parking usage and timely space turnover; and performs all other related duties as assigned.

ESSENTIAL TASKS:

- Enforces on-street, curb parking, and safety regulations, issues citations per ordinance and posted sign regulations, and provides expert testimony in court
- Assists the public by providing information, directions, traffic management expertise, and general assistance, as needed
- Identifies, documents, and assists in the correction and repair of non-conforming deficiencies related to the accurate display and function of signs, posts, paint markings, and the metered systems, ensuring the proper function of signs and related items
- Participates in, and acquires knowledge in, first level meter diagnostics, street markings layout, applicable laws, Manual on Uniform Traffic Control Devices (MUTCD) processes, equipment servicing, meter repairing, the installation and removal of parking meters, restricted parking, valet parking, curbside pick-up, and parklet parking permits
- Assists and coordinates with City staff to ensure accurate and consistent parking enforcement
- Operates and utilizes various computerized systems and inputs information into daily reports and logs
- Responds to emergencies, special projects and other parking system related issues that may occur inside or outside of normal scheduled hours
- Operates various hand tools, construction equipment, off-road equipment, and vehicles up to a 1 1/2-ton transport, ensuring safety in all applicable areas and that proper traffic routing is in place when pedestrian and on-street parking systems are involved
- Performs work duties involving concrete, brick, metal forms, pads and structures, uses concrete cutters, metal grinders, metal cutters and other power tools in the installation and modification of sign assemblies and concrete or brick foundations for meters
- 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) Six (6) months experience involving public safety, public service, or customer service is preferred by the department; **or**,
2. (a) Completion of tenth (10th) grade; **and**,
(b) One (1) year experience involving public safety, public service, 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](#).

Knowledge, Abilities and Skills:

Knowledge of:

- 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 drive safely and park correctly according to applicable laws
- Ability to understand ordinances and laws related to the duties of the position
- Ability to utilize MUTCD methodology to create and maintain a functional and enforceable parking system; Ability to communicate competently and concisely
- Ability to write legibly
- Ability to perform accurate data entry
- Ability to follow written and verbal instructions
- Ability to understand and influence the behavior of the others in order to achieve job objectives and properly manage a complaint or issue to produce the desired action or understanding.

Skill in:

- Skill in handling difficult situations calmly and professionally
- Skill in communicating to a diverse customer base

Physical Requirements: Physical requirements include arm and hand steadiness, finger dexterity enough to use a computer, two-way radio and telephone; good health and physical condition to permit walking all day, long distances, to include 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 Council of Law Enforcement Education and Training (C.L.E.E.T.) Certified Phases 1 and 2 licenses within 12 months of date of hire¹

WORKING ENVIRONMENT: Working environment is primarily outdoors, including inclement weather and occasionally extreme conditions. Exposure to moving vehicles, loud noise, fumes, gas, dust, temperature

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>.

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