

**\*\*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, performing duties as the primary scofflaw and booting officer and educating 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 job description
- Performs all duties of the primary Nuisance Vehicle Abatement (Scofflaw) officer
- Clears all faults in the Parking Meter System, before business hours to ensure a 100 percent functional system daily
- Performs all duties of primary permits inspector and enforces permitted space usages
- Conducts the initial parking space usage counts daily and compiles results weekly for analytics used by the Asset Management Department
- Performs the duties of the primary enforcement training officer while providing procedural guidance to Parking Inspector I officers, to ensure cohesiveness and uniformity of the metered system
- Trains and mentors Inspector I officers in methods of de-escalation, how to convey clear instructions to gain compliance, and comprehensive conflict management
- Completes required Manual on Uniform Traffic Control Devices (MUTCD), International Parking and Mobility Institute (IPMI), Council on Law Enforcement Education and Training (C.L.E.E.T), developmental, and Certified Administrator of Public Parking (CAPP) certifications training courses
- 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) One (1) year of experience relevant to the essential tasks listed in this job description or one (1) year as a Parking Inspector I; **and**,  
(c) One (1) year of experience involving public safety, public service, or customer service is preferred by the department; **or**,
2. (a) Completion of tenth (10th) grade; **and**,  
(b) Two (2) years of experience relevant to the essential tasks listed in this job description or one (1) year experience as a Parking Inspector I; **and**  
(c) 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:

- 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 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 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 instructions, written and verbal
- 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 C.L.E.E.T. Certified Phases 1 and 2 licenses within 12 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

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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>.



## CLASS TITLE | PARKING INSPECTOR II

PAY GRADE: OT-17 | [www.cityoftulsa.org/pay](http://www.cityoftulsa.org/pay)

**Class Code: 5515**

**Effective Date : 06/29/2022**

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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**