

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

PURPOSE OF THE CLASSIFICATION: Under supervision, enforces procedures for on-street parking, curb parking, handicap parking, stopping and standing ordinance regulations, and issues citations for violations, deploys system changes, permits, construction changes, performs collections and banking, ensuring the parking meter system and system signage enforceability is intact and maintained, 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, and III job descriptions
- Performs duties as primary advanced level meter diagnostician for service and repair, including work as street markings layout coordinator, using the Manual on Uniform Traffic Control Devices (MUTCD) processes and requirements and applicable city, county, state and federal laws
- Executes the duties as the primary permit coordinator for restricted parking, valet parking, curbside pick-up, parklet permits, as well as the installation and removal of parking meters and signs, as required
- Performs the duties of primary system design coordinator by reading, interpreting, creating and modifying blueprint design and engineering documents related to the parking system, while providing instruction to employees, engineers, and contractors in the required and proper methods needed for operation and enforcement of the metered system
- Performs complex repairs and reconfigurations on computerized Programmable Logic Controller (PLC) type parking pay stations using advanced troubleshooting skills and testing equipment, including system programming, advanced repair or diagnostics, process and data analytic transfer tracking, and programing verification testing
- Provides advanced analytics to management for budgeting purposes involving maintenance and repair costs for layouts, compiling information for detailed prints and spreadsheets to be used by internal and external customers
- Assumes the position as primary training officer and provides guidance to all Parking Inspectors, while completing required training courses, to include developmental, (MUTCD), International Parking and Mobility Institute (IPMI), (Council on Law Enforcement Education and Training) C.L.E.E.T, and Certified Administrator of Public Parking (CAPP) certifications
- Trains all staff in intermediate and advanced level job duties, applicable laws, and explains all expectations related to the essential tasks required in the Parking Inspector I, II, and III job descriptions
- 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) Four (4) years of experience relevant to the essential tasks listed in this job description; **and**,
(c) Four (4) years' experience involving public safety, public service, or customer service is preferred by the department; **or**,
2. (a) Completion of tenth (10th) grade; **and**,
(b) Five (5) years of experience relevant to the essential tasks listed in this job description; **and**

(c) Five (5) 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](#).

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 advanced repair of parking meters
- Knowledge of advanced on-street parking and curb parking and safety regulations
- Knowledge of safe driving and parking practices; knowledge of basic recordkeeping and administrative skills

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 proficiently with internal and external customers in order to achieve job objectives and cause the desired action or understanding; the 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, 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, 3, and 4 licenses within twelve (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.

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

¹ A firearm certification is required to complete the Parking Inspector II job description. Applicants must be at least 21 to apply for this position, or the applicant will be unable to advance past a Parking Inspector II position until the age of 21, the legal age to possess a handgun in Oklahoma. For more information, visit <https://www.oscn.net>.