



STATE OF NEVADA
Department of Administration
Division of Human Resource Management

CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
UNIVERSITY PARKING ENFORCEMENT OFFICER II	25	D	11.271
UNIVERSITY PARKING ENFORCEMENT OFFICER I	22	D	11.273

SERIES CONCEPT

University Parking Enforcement Officers perform duties involving the patrol of all parking areas within the University's jurisdiction, the enforcement of parking rules and regulations, and perform other parking-related services within the Department's public safety programs as required or assigned.

Patrol the campus, on foot and in vehicle, especially the parking lot areas, for the purpose of enforcing the University's parking regulations; issue parking citations, courtesy cards or warnings when a violation is observed; check license plates of parked vehicles against an impound report and, when indicated, impound wanted vehicles for outstanding fines by placing an immobilization boot on one of the vehicle wheels or by arranging for physical removal of the vehicle.

Provide parking assistance at all special events held on campus to direct traffic flow and to ensure safety and compliance of parking regulations during times of heavy vehicle congestion; track special events held on campus daily, using scheduling calendar; direct traffic; set-up, utilize and take down cones, barricades, signs and other equipment; assign parking enforcement students for traffic control when necessary for large events; and issue the necessary types of parking permits for those attending the event, which may include visitors, contractors, dignitaries or which may involve special types of vehicles such as large buses or trucks.

Provide assistance to motorists by performing jump starts; unlocking vehicles when keys are locked inside; changing flat tires; helping people find their cars when they do not remember which parking lot their car is in; and performing other vehicle-related assistance for University members and visitors.

Collect coins from parking meters on a regularly scheduled basis; may participate in the counting and deposit of collected parking meter funds; complete and forward required paperwork to appropriate departments.

Ensure that all parking enforcement equipment is in good working order; perform basic troubleshooting and/or repair of malfunctioning parking meters, pay-to-park machines and hand-held writers; coordinate with appropriate vendor for more complex repairs; perform basic troubleshooting and/or coordinate repair and maintenance on assigned golf carts and/or vehicles.

Coordinate maintenance of all campus parking lots, ensure parking lots are painted correctly and adequately, campus signage is clear and concise, parking lots have adequate lighting, identifying asphalt damage, and coordinating minor repairs.

Supervise employees, students and/or contract employees involved in the functions of parking enforcement, special events, motorist assistance, or the University Information Booth to ensure that work is performed and completed in compliance with established policies and procedures; plan and schedule work according to priority and availability of personnel; review work to include citations, reports and logs; and identify, coordinate and/or provide appropriate training to staff.

Maintain current inventory of forms and supplies by tracking usage and ordering items when needed.

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SERIES CONCEPT (cont'd)

Work in the University Information Booth to direct the public and give out informational data as assigned.

Perform related duties as assigned.

CLASS CONCEPTS

University Parking Enforcement Officer II: Under general supervision, incumbents perform the full range of duties described in the series concept to include providing personnel and administrative supervision over one or more of the programs of parking enforcement, motorist assistance, special events, and the University Information Booth. This is the journey level in the series.

University Parking Enforcement Officer I: Under immediate supervision of a University Parking Enforcement Officer II, incumbents receive training in the performance of duties outlined in the series concept. This is the trainee level in the series, and provides for progression to the next level upon meeting minimum qualifications, satisfactory performance and with the recommendation and approval of the appointing authority.

MINIMUM QUALIFICATIONS

SPECIAL REQUIREMENT:

- * A valid driver's license is required at time of appointment and as a condition of continuing employment.

UNIVERSITY PARKING ENFORCEMENT OFFICER II

EDUCATION AND EXPERIENCE: Graduation from high school or equivalent education plus two years of experience in public contact work which included obtaining, clarifying or giving facts or information and planning, coordinating or advising on work efforts; **OR** graduation from high school or equivalent education plus one year of experience performing duties similar to a University Parking Enforcement Officer I. (*See Special Requirement*)

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

Working Knowledge of: campus geography; University parking rules, regulations and traffic control procedures applicable to the campus; basic troubleshooting and/or repair of parking meters, pay-to-park machines and hand held writers. **Skill in:** the use of hand tools to perform motorist assistance and parking enforcement functions. **Ability to:** learn and apply campus rules and regulations to specific violations; observe and resolve parking or traffic problems; use a two-way radio system with clear transmission of words and proper use of radio procedures; use traffic control devices and control traffic effectively; relate to faculty, staff, students and the general public in a tactful and cooperative manner; read and write effectively to carry out specific administrative duties; and *all knowledge, skills and abilities* at the lower level.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

Working knowledge of: supervisory principles and practices needed to supervise parking enforcement personnel. **Ability to:** plan, schedule and supervise the work of others to ensure the proper completion of assignments.

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MINIMUM QUALIFICATIONS (cont'd)

UNIVERSITY PARKING ENFORCEMENT OFFICER I

EDUCATION AND EXPERIENCE: Graduation from high school or equivalent education and one year of experience in public contact work which included obtaining, clarifying or giving facts or information. (*See Special Requirement*)

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

Working knowledge of: State driving regulations and ability to abide by them; proper grammar, punctuation and spelling necessary to complete required forms. **Ability to:** interact appropriately with colleagues, faculty, students and visitors to ensure parking enforcement actions are understood; remain alert and notice differences such as missing signs or lot damage; implement directives, interpret and enforce rules and regulations; establish cooperative working relationships with co-workers; work in adverse weather conditions.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

(These are identical to the Entry Level Knowledge, Skills and Abilities required for University Parking Enforcement Officer II.)

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this class.

ESTABLISHED:	<u>11.271</u> 7/1/91P 10/19/90PC	<u>11.273</u> 8/27/77
REVISED:	10/19/90PC 05/18/12PC	7/1/91P 05/18/12PC