

PORT OF HOOD RIVER
Position Description



JOB TITLE: Parking Enforcement Worker

WORKING TITLE: Temporary/Seasonal Parking Enforcement Worker

GENERAL EMPLOYEE • TEMPORARY • FULL TIME OR PART TIME

WAGE RANGE: \$18-\$22

REVISED: 4/01/2024

DEPARTMENT:	SUPERVISED BY:	FLSA STATUS:
Waterfront Parking	Daryl Stafford	Non-Exempt

JOB SUMMARY:

Patrol assigned Waterfront areas, such as Port public parking lot or Port city streets to issue tickets to overtime parking violators and illegally parked vehicles.

ESSENTIAL DUTIES:

- Enforcement: (Priority 1, Requires 95% of Time)
 - Enter and retrieve information pertaining to vehicle registration, identification, and status, using hand-held computers.
 - Patrol an assigned area by vehicle or on foot to ensure public compliance with existing parking ordinance.
 - Write warnings and citations for illegally parked vehicles.
 - Maintain assigned equipment and supplies, such as hand-held citation computers, citation books, rain gear, tire-marking chalk, and street cones.
 - Observe and report hazardous conditions, such as missing signs, and street markings that need to be repainted.
 - Make arrangements for illegally parked or abandoned vehicles to be towed, and direct tow-truck drivers to the correct vehicles.
 - Put out and take down Lot Full signs at Event Site and Hook when lots are full.
 - Investigate and answer complaints regarding contested parking citations, determining their validity and routing them appropriately.
 - Provide information to the public regarding parking regulations and facilities, and the location of streets, buildings and points of interest.
 - Prepare and maintain required records, including logs of parking enforcement activities, and records of contested citations.
 - Perform traffic control duties such as setting up barricades and temporary signs, placing bags on parking meters to limit their use, or directing traffic.

NON-ESSENTIAL DUTIES:

- Back-up support: (Priority varies, Requires 5% of Time)
 - May perform duties of assisting Maintenance Staff as needed.
 - Monitor Guest Dock, keep log of vessel registrations.

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SUPERVISION:

The Parking Enforcement Worker works under general supervision of the Waterfront Manager for day-to-day activities and direction. The Waterfront Manager provides the annual review with feedback from staff. Assignments may vary given workload and business needs or as requested by the Waterfront Parking department management. New or unusual assignments or situations receive guidance from Waterfront Parking management. Guidance is communicated orally and/or in writing, and results are reviewed for accuracy and to assure use of proper methods.

SUPERVISORY RESPONSIBILITIES:

This position is non-supervisory.

MINIMUM QUALIFICATIONS:

- **Education:** A High School Diploma or equivalent is preferred.
- **Experience:**
- **Approvals:**
- **Certifications:** Valid driver's license required.
- **Pass pre-employment background check**

REQUIRED KNOWLEDGE, SKILLS, ABILITIES:

- Must be able to accept and carry out basic instructions with minimal supervision.
- Ability to effectively communicate with the public, co-workers, supervisors and subordinates.
- Ability to apply logic and reasoning to situation without clear guidelines.
- Ability to understand and follow directions, effectively adjust to changing priorities, problem solve and multi-task, be decisive in taking actions and making decisions.
- Ability to maintain a professional and respectful working environment.

WORK ENVIRONMENT:

Typically work is done outdoors on Port properties and in various weather conditions May - September.

PHYSICAL DEMANDS:

Requires strength and mobility for walking and standing for long periods of time.

RELATIONSHIP WITH OTHERS:

The Parking Enforcement Worker has regular in-person contact with employees of other departments, customers, or vendors to exchange information. Contact with external customers typically involves clarifying information, resolving concerns, and increasing awareness about parking policies. Communication may be both oral and written.

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MANAGER SIGNATURE _____

MANAGER TITLE / DATE _____

EXECUTIVE DIRECTOR SIGNATURE / DATE _____

EMPLOYEE SIGNATURE _____

EMPLOYEE TITLE / DATE _____