

**MICHIGAN CIVIL SERVICE COMMISSION
JOB SPECIFICATION**

PARKING OFFICER

JOB DESCRIPTION

Employees in this job participate in, and oversee, safety and security activities involving the enforcement of rules and regulations pertaining to parking or vehicles in state-operated parking facilities.

There are three classifications in this job.

Position Code Title – Parking Officer-E

Parking Officer 6

This is the trainee level. The employee works in a developing capacity as a beginning Parking Officer receiving on-the-job training and close supervision.

Parking Officer E7

This is the experienced level. The employee performs a full range of parking officer assignments. The employee exercise judgment in selecting the appropriate procedures, processes, and methods needed to carry out assignments.

Position Title – Parking Officer-A

Parking Officer 8

This is the advanced level. The employee serves as a lead worker overseeing the work of lower-level Parking Officers.

NOTE: Employees generally progress through this series to the experienced level based on satisfactory performance and possession of the required experience.

JOB DUTIES

NOTE: The job duties listed are typical examples of the work performed by positions in this job classification. Not all duties assigned to every position are included, nor is it expected that all positions will be assigned every duty.

Enforces rules and regulations covering the use of state-owned or leased parking facilities.

Checks for proper windshield stickers on incoming vehicles and deals tactfully with drivers of unauthorized vehicles.

Patrols on foot or by vehicle to deter and/or detect unauthorized vehicles or persons.

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Issues parking tickets and collects payments.

Computes and collects daily/hourly parking fees, and accounts for parking receipts.

Gives directions or provides information, upon request, to the public.

Makes entries, deletions, changes to parking data system, and rectifies discrepancies.

Performs repairs or alterations to parking meters.

Prepares incident reports.

Performs related work as assigned.

Additional Job Duties

Parking Officer 8 (Lead Worker)

Oversees two or more Parking Officers in the enforcement of rules and regulations covering the use of state-owned or leased parking facilities.

Trains and coordinates the work of lower-level Parking Officers.

Acts as unit supervisor in supervisor's absence.

Serves as operational liaison for construction or repair projects.

Conducts surveys involving parking site utilization, gathering numbers, cost, hours, etc.

JOB QUALIFICATIONS

Knowledge, Skills, and Abilities

NOTE: Developing knowledge is required at the intermediate level, considerable knowledge is required at the experienced level, and thorough knowledge is required at the advanced level.

Knowledge of the rules and regulations governing the use of state-owned or leased parking facilities.

Ability to understand and apply written rules, regulations and policies.

Ability to follow oral and written directions.

Ability to perform simple arithmetical computations, make change, and prepare reports.

Ability to operate a motor vehicle.

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Ability to communicate effectively.

Ability to work from computer printouts.

Ability to repair parking meters.

Ability to communicate via two-way radio

Additional Knowledge, Skills, and Abilities

Parking Officer 8 (Lead Worker)

Ability to coordinate and oversee the work of lower-level Parking Officers.

Ability to explain instructions and guidelines to others effectively.

Ability to determine work priorities and allocate work to lower-level Parking Officers.

Working Conditions

Some jobs require an employee to work outdoors and be exposed to inclement weather conditions.

Physical Requirements

The job duties require an employee to walk or stand for extended periods.

Education

Educational level typically acquired through completion of high school.

Experience

Parking Officer 6

No specific type or amount is required.

Parking Officer E7

One year of experience in the enforcement of parking rules and regulations equivalent to a Parking Officer 6.

Parking Officer 8

Two years of experience in the enforcement of parking rules and regulations equivalent to a Parking Officer, including one year equivalent to a Parking Officer E7.

Special Requirements, Licenses, and Certifications

None.

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NOTE: Equivalent combinations of education and experience that provide the required knowledge, skills, and abilities will be evaluated on an individual basis.

JOB CODE, POSITION TITLES AND CODES, AND COMPENSATION INFORMATION

Job Code
PARKGOFR

Job Code Description
Parking Officer

Position Title
Parking Officer-E
Parking Officer-A

Position Code
PRKGOFRE
PRKGOFRA

Pay Schedule
A02-002
A02-015

ECP Group 1
Revised 6/1/06
TeamLeaders