Parking Services Officer

Job Code 50022736

General Description
Responsible for enforcing parking regulations including issuance of parking tickets, operation of control booths, impounding and booting illegally parked vehicles, providing reserved parking and entering parking data.

Examples of Tasks
Provide assistance with battery failure, keys locked in vehicle, airing of flat tires and found property logging and releasing.
Enforce parking regulations.
Provide customer service and assistance.
Collect, catalog and return found property.
Set up and take down barriers, traffic cones and parking signs.
Provide parking services at special events.
Make deliveries.
Complete required forms, documents and reports.
Patrol campus and perform motorist assistance.
Perform other duties as assigned.

Knowledge, Skills and Abilities
Knowledge of: Traffic, safety and parking regulations, procedures for documenting evidence, basic vehicle mechanics.
Skill in: Preparing reports and logs, working as a team member, interacting with hostile individuals, making decisions.
Ability to: Understand written instructions, policies and procedures, record distance and time, explain issues and problems to supervisor, explain policies and procedures, perform duties under adverse conditions.

Experience and Education
To qualify for this classification, an individual must possess any combination of experience and education that would likely produce the required knowledge, skills and abilities.

Other Requirements
Must possess, or be able to acquire Texas CDL Class “C” driver’s license.