



University System of Maryland Job Class Specification

TITLE: PARKING ENFORCEMENT ASSOCIATE
FLSA: NONEXEMPT
EEO6: H70
IPEDS-SOC: Q-333041

JOB CODE: N06PCA
JOB TYPE: SYSTEMWIDE
JOB FAMILY/SERIES: POL

APPROVED BY: Assistant Vice Chancellor JoAnn Goedert

EFFECTIVE DATE: 02/3/11

JOB SUMMARY

Under direct supervision, enforces parking ordinances in surface and garage lots on institution premises. Patrols the campus to identify vehicles/scooters/bicycles which are in violation of parking regulations; takes appropriate actions to include issuing citations, or arranging for vehicles to be towed or relocated. Performs a variety of clerical duties required to document and process enforcement actions.

PRIMARY DUTIES

1. Enforces campus parking regulations by patrolling metered, time-zoned, and/or restricted parking areas with a motorized vehicle or on foot, and issues citations or warnings to vehicles not conforming to established campus parking regulations; Marks tires of vehicles in time-zoned areas, issues citations and/or arranges for towing of vehicles for a variety of violations including blocked sidewalks, driveways, loading zones, fire lanes and fire hydrants, double parking, and obstructing traffic; Checks vehicle license plate numbers against outstanding parking citation lists.
2. Utilizes mobile data terminals, hand-held computers, and personal computers in issuing citations, retrieves information, and downloads/uploads data. Runs reports to identify paid/unpaid spaces in pay station controlled areas. Completes paperwork, records and reports regarding citations issued, patrols activities. Documents parking violations with photographic evidence when necessary.
3. Notifies proper authorities of serious parking violations, such as misuse of disabled permit or use of a stolen or altered permit, vandalism crime, and or suspicious persons in an expedient fashion and reports abandoned vehicles, through base operations, to campus for removal.
4. Tags bicycles and scooters located in violation areas and communicates with towing personnel for removal when necessary.
5. Maintains radio contact with the base office in order to respond to parking violation complaints and report issues with traditional parking meters and digital pay stations. Responds to and investigates complaints regarding parking violations and related citations. Testifies in court regarding parking violation cases.
6. Provides assistance to citizens; and answers questions regarding parking ordinances and laws.

N06PCA - SYSTEMWIDE - PARKING ENFORCEMENT ASSOCIATE

Page 2

7. Assists with vehicle relocation, directing traffic and staffing parking areas for special events.
8. Prepares written incident reports of campus activities whenever warranted.
9. Assists in the training of new Parking Control Associates.
10. Performs minor vehicle maintenance checks including fluid levels and tire pressures, mileage documentation and maintains in clean condition;

Note: The intent of this list of primary duties is to provide a representative summary of the major duties and responsibilities of this job. Incumbents perform other related duties assigned. Specific duties and responsibilities may vary based upon departmental needs.

MINIMUM QUALIFICATIONS

EDUCATION: High School Diploma or GED

EXPERIENCE: Two years applicable experience.

OTHER:

REQUIRED KNOWLEDGE/SKILLS/ABILITIES

Ability to learn and interpret campus parking regulations and established procedures; ability to pass exam related to established regulations and procedures; to learn the physical layout of the institution; to read, write and follow oral and written instructions; to interact effectively with the general public; to perform assigned duties under adverse weather conditions; to perform extensive standing, walking; to communicate effectively; to operate two way radios, telephones, mobile data terminals, hand-held computers, and personal computers.

OTHER: Except for qualifications established by law, additional related experience and formal education in which one has gained the knowledge, skills, and abilities required for full performance of the work of the job class may be substituted for the education or experience requirement on a year-for-year basis with 30 college credits being equivalent to one year of experience.

CONDITIONS OF EMPLOYMENT

Valid Maryland Non-commercial Class C or equivalent driver's license may be required. Candidates selected for employment may be subject to medical inquiries and/or medical examination to determine ability to perform the job.