

Seasonal Parking Enforcement Officer – City of Port Aransas, Texas

Job Title: Seasonal Parking Enforcement Officer
Department: Police Department
Reports To: Day Shift Supervisor
FLSA Status: Non-exempt
Prepared By: Personnel Department
Salary/Grade: 18
Date: 6/3/2021
Approved by: David Parsons, City Manager
Approved date:

Job Summary

Enforce city ordinances relating to parking, including public education, issuing summons', entering information into the police department and/or municipal court database(s), testifying in court, and other duties as assigned.

Essential Duties

- Operates in conformance with federal, state, and local laws; and department and city policies and procedures
- Patrols the beach or other area within the city, on foot, or in a department vehicle.
- Enforces parking regulations
- Ability to learn and operate Port Aransas Police Department and/or Port Aransas Municipal Court database(s).
- Ability to work during daylight hours, on any calendar day, including weekends and holidays, outdoors in a variety of harsh environmental conditions including heat, cold, wind, sun and rain.
- Ability to stand and/or walk long distances, up to five miles per day, at a relaxed pace, in sand and on hard surfaces for up to eight hours per day.
- Ability to verbally deescalate tense situations.
- Work environment could include exposure to vulgar, threatening, or hostile language.
- May be required to testify in court
- Provides public education on local laws and ordinances.
- Performs other assigned duties and fulfills responsibilities as required.

Minimum Requirements

- Graduation from high school or a General Education Development (GED) Certificate.
- Must be at least 21 years old
- Must be able to successfully pass a limited background check and complete a basic training program.
- Must be able to operate a motor vehicle and be in possession of a valid Texas driver's license.
- Must be able to read, write, speak and effectively communicate in the English language, bi-lingual in Spanish preferred.

- Appointed by City Manager in accordance with policy and special needs of the department

Applicants for this position must pass a Criminal Justice Information Systems (CJIS) fingerprint-based background check and maintain CJIS eligibility. Any of the following conditions will result in being disqualified for this position: Any prior felony, Class A misdemeanor, or family violence convictions, including deferred adjudication. Any Class B misdemeanor convictions and/or deferred adjudication, during the preceding ten years of appointment. Any pending or non-adjudicated arrest for any criminal offense (felony or misdemeanor). Prior discharge from any law enforcement agency for untruthfulness. Dishonorable discharge from the military.

Knowledge, Skills and Abilities

- Knowledge of applicable federal, state, and local laws and ordinances.
- Knowledge of the care and operation of all department vehicles including, but not limited to the ability to operate any department vehicle in congested traffic, inclement weather
- Knowledge of proper care and use of department issued equipment including radios, body cameras
- Knowledge of standard broadcast and receiving procedures of the Port Aransas Police Department radio system.
- Ability to walk, stand, or sit for extended periods of time.
- Ability to maintain effective audio-visual discrimination and perception needed for making observations, communicating with others, reading, and writing.
- Ability to recognize dangerous situations.
- Ability to maintain mental capacity that allows the capability of exercising sound judgment and rational thinking under routine and tense circumstances.
- Ability to evaluate various options and alternatives and choose an appropriate and reasonable course of action.
- Ability to demonstrate intellectual capabilities during daily activity, training, and testing processes.
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Supervisory responsibilities

- No supervisory responsibility unless specifically assigned

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this Job, the employee is frequently exposed to wet and/or humid conditions; fumes or airborne particles; outside weather conditions; extreme cold and extreme heat. The noise level in the work environment is usually moderate, but is frequently loud and intense.

Reasoning Ability: Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

EMPLOYEE: _____

Date: _____