



Parking Technician

Class Code:
1203

Bargaining Unit: General Employee

CITY OF SAN MARCOS, TX
Revision Date: Dec 19, 2016

SALARY RANGE

\$12.34 - \$18.51 Hourly

JOB SUMMARY:

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Provides for the enforcement of the City's parking ordinances; patrols the City and monitors for parking violations; prepares and issues parking citations; coordinates the towing of abandoned or illegally parked vehicles; and performs other related duties (Including but not limited to assisting Parking Coordinator with any wrecker enforcement issues).

ESSENTIAL FUNCTIONS AND DECISION MAKING:

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1. Enforces timed parking in the City's downtown area; observes and monitors timed parking; issues citations accordingly.
2. Patrols outlet malls; monitors for illegal parking in handicap areas and fire lanes; prepares and issues related citations.
3. Participates in patrolling assigned areas of the City; identifies parking violations and issues citations accordingly.
4. Miscellaneous:
 - Boots vehicles; coordinates the towing of illegally parked and/or abandoned vehicles.
 - Able to move and set up Radar trailer with knowledge of Data Logger.
 - Assists Parking Coordinator as necessary or required and wrecker enforcement issues (wrecker TDLR weekly investigations).
 - Performs other related duties as assigned or required.
5. Must be certified to use MDT in order to access TCIC/TLETS (Texas Crime Information Center/Texas Law Enforcement Telecommunication System) information and/or receiving information pertaining to TCIC/TLETS from

communications staff

DECISION MAKING

- Often assists CPAAA in training for ticket writing.

MINIMUM REQUIREMENTS AND PREFERRED QUALIFICATIONS (SALARY IS DEPENDENT UPON QUALIFICATIONS):

MINIMUM REQUIREMENTS

- High school diploma or equivalent is required.
- Must possess a valid Texas Driver's License with an acceptable driving record.
- Must complete MDT/Omnixx courses with six (6) months of employment to include:
 - Less than full access
 - CJIS (Criminal Justice Information System)
- Recertification is required to every two years for the following: CJIS, TCIC (Texas Crime Information Center), TLETS and TLETS Mobile.

CORE COMPETENCIES AND PHYSICAL DEMANDS:

JOB DIMENSIONS

- Must be able to read/comprehend parking regulations and policies; must have the ability to prepare parking records and citations.
- Effective verbal and written communication skills are required; must be able to maintain positive working relationships with City departments/personnel and the general public.

PHYSICAL DEMANDS AND WORKING CONDITIONS

Physical requirements include lifting up to 50 pounds occasionally. Subject to walking, reaching, handling, fine dexterity, bending, twisting, vision, hearing, talking and foot controls constantly; standing, sitting, kneeling, crouching, climbing and balancing frequently; lifting and carrying occasionally; pushing/pulling and crawling rarely.

Working conditions involve exposure to variable and/or extreme weather conditions and vehicle traffic is involved when performing field work.

Safety Sensitive Position.