

City of San José
CLASS SPECIFICATION

PARKING & TRAFFIC CONTROL SUPERVISOR (2455)

DEPARTMENT	ACCOUNTABLE TO	FLSA STATUS
Varies	Varies	Non-Exempt

CLASS SUMMARY

Manages the Parking Control program and coordinates parking control services. Supervises Parking & Traffic Control Officers and Sr. Parking & Traffic Control Officers engaged in enforcement of vehicle and parking codes and regulations, directing vehicular and pedestrian traffic at specific intersections or other specified locations, and other activities such as traffic control, patrolling assigned areas, and towing vehicles. Performs other related duties as required.

DISTINGUISHING CHARACTERISTICS

This class is the highest level in the Parking Control series. It differs from Senior Parking & Traffic Control Officer in that members of this class supervise members of the latter class and perform duties of greater scope and complexity. Examples of the greater scope of duties include responsibility for management of the parking control program, coordination of services and events, and negotiation and oversight of contracts (i.e., towing contracts). May work assigned shifts 24 hours a day, 7 days a week, including holidays; may be required to work overtime for assigned periods or for special events.

QUALIFICATIONS

(These qualifications are typically required. An equivalent combination of education, experience, knowledge, skills, and abilities sufficient to satisfactorily perform the duties of the job may be substituted.)

Minimum Qualifications

Education and Experience

Completion of two (2) years of undergraduate coursework from an accredited college or university in business administration, public administration, law enforcement, or related field and four (4) years of experience requiring independent decisions and having considerable contact with the general public in parking control, enforcement, or a similar regulatory function.

Required Licensing (such as driver's license, certifications, etc.)

- Valid State of California driver's license.

Other Qualifications

(Incumbents may be required to have different combinations of the listed qualifications, or more specific job-related qualifications depending on position.)

Basic Knowledge, Skills and Abilities

(Needed at entry into the job in order to perform the essential duties.)

- Knowledge of the principles, methods, and techniques of supervision.
- Knowledge of the safety practices and precautions to be taken in work.
- Knowledge of budget preparation methods and procedures.
- Knowledge of traffic laws and regulations applicable to the safe operation of a motor vehicle.

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- Ability to read and understand laws, ordinances, departmental policies, rules and regulations.
- Ability to operate a motor vehicle (including a 3-wheel vehicle) safely and in accordance with traffic rules and regulations.
- Ability to operate a radio or radio transceiver to communicate.
- Ability to establish and maintain effective working relationships with co-workers and the general public.
- Ability to supervise, train, and evaluate subordinates.
- Ability to program, plan, and schedule the work of subordinates and set assignment completion priorities.
- Ability to plan and establish parking/traffic control priorities.
- Ability to review, evaluate, and make recommendations on equipment and worker usage.
- Ability to follow oral and written instructions.
- Ability to perform arithmetic calculations and make measurements.
- Ability to prepare reports and keep records.
- Ability to be tactful and courteous but firm with the public in difficult situations, and mediate disputes.

Desirable Qualifications

(Knowledge, skills and abilities; licenses, certificates, education, experience that is more position specific and/or likely to contribute to more successful job performance.)

- Knowledge of applicable sections of the San Jose Municipal Code, departmental regulations and policies, and the California Vehicle Code.
- Ability to review, analyze, and interpret data.
- Ability to obtain and maintain First Aid and CPR certification, as required.

DUTY NO.	TYPICAL CLASS ESSENTIAL DUTIES: (These duties and estimated frequency are a representative sample; position assignments may vary depending on the business needs of the department.) Duties may include, but are not limited to, the following:	FRE-QUENCY*
1.	Supervises staff to include: prioritizing and assigning work; conducting performance evaluations; ensuring staff are trained; and, making hiring, termination, and disciplinary recommendations and any other recommendations related to the change in status of employees. Also performs work of a similar nature to those employees he/she supervises.	Continuous
2.	Manages the Parking Control program for the purpose of enforcing vehicle parking regulations.	Continuous
3.	Manages and coordinates traffic control activities and provides direction to subordinate personnel in traffic control activities as needed.	Frequent
4.	Coordinates public relations services such as providing information and assistance to the Citation Process and Parking Adjudication staff, other departmental and City staff, and to the general public.	Continuous
5.	Prepares reports and other documentation, and ensures that records are set up and maintained as appropriate.	Frequent
6.	Contributes to the development of parking/traffic control alternatives and strategies.	Frequent

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7.	Coordinates with Traffic Engineers in planning events and the impacts of traffic control alternatives.	Occasional
8.	Directs the analysis of data and develops recommendations for improvements to the enforcement function.	Frequent
9.	Effectively manages budget and other resources to provide optimal enforcement.	Continuous
10.	Negotiates and oversees contracts, such as the City's zone tow contracts.	Occasional
11.	By self-initiation or in response to citizens' complaints, handles abatement process for unused vehicles stored on private property and orders the towing of those not brought into compliance with codes.	Occasional
12.	Coordinates equipment requisitions relating to vehicles, computers and other items relating to the parking/traffic control functions.	Occasional
13.	Assists in surveys of parking facilities and performs on-street studies of occupancy and duration.	Occasional
14.	Schedules and presides at tow hearings.	As Required
15.	May assist in coordinating parking meter collections.	As Required
16.	May respond to medical emergencies and may provide First Aid or CPR.	As Required
17.	Performs other duties of a similar nature or level.	As Required

*Frequency defined as %, (totaling 100%) *or* "Continuous" (daily or approximately 20%+), "Frequent"(weekly or approximately 15%+), "Occasional"(monthly or approximately 10%+), "As Required"(Intermittent or 5% or less)

CLASSIFICATION HISTORY

Established 5/24/94, Revised 8/05; 2455s001, Formerly titled Parking Control Supervisor