

**CITY OF OVERLAND PARK
POSITION DESCRIPTION**

TITLE:	Parking Enforcement/Motorist Assist Officer	BAND/LEVEL:	NE/00
DEPARTMENT:	Police Department	JOB NO:	9575
DIVISION:	Tactical Operations Bureau	DATE:	11/6/08
REPORTS TO:	Patrol Support/Traffic Division	FLSA STATUS:	N
FULL-TIME: _____	PART-TIME: <u>XX</u>	TEMPORARY: _____	COST CENTER: 211

REPLACES: New Position

DATE:

JOB SUMMARY STATEMENT:

Performs parking enforcement on all handicap parking and fire lane areas in commercial areas within the city limits of Overland Park. Issues citations as required. Performs Motorist Assist duties. Patrols thoroughfares and provides roadside assistance to stranded motorists, such as flat tire changes, provides spare fuel, and jump starts with jump pack. Performs duties of school crossing guard, as needed.

DUTIES AND RESPONSIBILITIES:

1. Performs parking enforcement on all handicap parking and fire lane areas in commercial areas. Recognizes illegally parked vehicles and issues citations as required according to the State of Kansas and the City of Overland Park laws and ordinances. Answers violator's questions. Communicates with the dispatcher via police radio.
2. Patrols thoroughfares and responds to vehicle breakdowns. Provides assistance to stranded motorists such as assisting with flat-tire changes, providing spare fuel and jump starting with jump pack. Provides information such as directions or maps to motorists. Issues 48-hour Unattended Vehicle Courtesy Check stickers and coordinates with Communications the need for any emergency medical treatment and removal of disabled vehicles from the roadway.
3. Downloads and uploads photos for citation processing. Files citations with Municipal Court. Testifies in court as required.
4. Performs duties of school crossing guard, as needed.
5. The employee must work the days and hours necessary to perform all assigned responsibilities and tasks. Must be available (especially during regular business hours or shifts) to communicate with subordinates, supervisors, customers, vendors and any other persons or organization with whom interaction is required to accomplish work and employer goals.
6. The employee must be punctual and timely in meeting all requirements of performance, including, but not limited to, attendance standards and work deadlines; beginning and ending assignments on time; and scheduled work breaks, where applicable.

The above duties and responsibilities includes those tasks, physical and mental requirements, visual requirements, unique physical surroundings and mental/cognitive requirements listed in the Position Description Questionnaire and Task Analysis Worksheet.

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GENERAL QUALIFICATIONS

EDUCATION & SPECIAL LICENSE(S)/CERTIFICATIONS:

Basic education. Must have a valid driver's license and maintain an insurable driving record. Must successfully pass polygraph exam and police background check prior to employment. Minimum 18 years of age. Law Enforcement Certification or related training preferred.

EXPERIENCE:

None

SKILLS:

1. Attention to detail
2. Basic math
3. Automobile/mechanical skills
4. Working knowledge of computer software applications such as word-processing, email and digital photo processing.
5. Human Relations/Interpersonal skills
6. Time management skills
7. Written and oral communication skills
8. Organizational skills

MENTAL REQUIREMENTS:

1. Ability to meet deadlines
2. Diplomacy and judgment
3. Ability to recognize and protect confidential information
4. Ability to prioritize multiple tasks
5. Ability to carry out assignments through oral and written instructions
6. Ability to read and comprehend state and city laws regarding parking enforcement
7. Ability to work independently
8. Ability to work in a hectic environment with many interruptions
9. Ability to learn and understand PC software applications
10. Alpha and numeric recognition
11. Ability to comprehend traffic conditions/safety situations

PHYSICAL REQUIREMENTS:

1. Ability to operate office machines such as copy machine, printer, telephone, fax machine, calculator.
2. Ability to reach, stand, crawl, bend, stoop, climb, push and pull
3. Ability to make and receive phone/police radio calls
4. Ability to distinguish smells
5. Ability to operate hand and power tools such as floor jack, four-way tire wrench, portable compressed air tank, portable battery charger, battery jump pack and rechargeable flashlight
6. Ability to operate digital camera, digital recorder, and fire extinguisher
7. Ability to operate city vehicle.
8. Visual acuity
9. Excessive standing and/or walking
10. Exposure to extreme temperatures
11. Ability to hear
12. Exposure to vehicle exhaust and fumes

Additional requirements if performing School Crossing Guard duties:

13. Ability to lift and hold hand-held "STOP" sign above head under normal and adverse weather

SEE ESSENTIAL FUNCTIONS BELOW FOR ADDITIONAL PHYSICAL REQUIREMENTS

SUPERVISORY RESPONSIBILITY (Direct & Indirect):

None

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The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job.

ESSENTIAL FUNCTIONS

ACTIVITY	DURATION	DESCRIPTION
Standing	Occ. - Frequent	even and uneven surfaces; duration varies with job requirement
Walking	Occ. - Frequent	even and uneven surfaces; duration varies with job requirement
Sitting	Freq. - Const.	motor vehicle operation
Driving	Freq. - Const.	motor vehicle operation; automatic transmission
Bending	Occ. - Frequent	demands vary with type of assistance provided
Stooping	Occ. - Frequent	demands vary with type of assistance provided
Twisting	Occ. - Frequent	demands vary with type of assistance provided
Kneeling	Occ. - Frequent	demands vary with type of assistance provided / changing tire
Squatting	Occ. - Frequent	demands vary with type of assistance provided / changing tire
Crawling	Not Required	work surface height vary with environment
Stairs	Occasional	enter / exit vehicle; variable environment
Ladders	Not Required	

LIFTING	WEIGHT	HEIGHT	FREQUENCY	DURATION	DESCRIPTION
caution sign stand	25 lbs.	floor to waist	variable	occasional	one or two hand lift
caution cone	4 - 5 lbs.	floor to waist	variable	occasional	one or two hand lift
portable jump pack	19 lbs.	floor to waist	variable	occasional	one or two hand lift
oil dry	19 lbs.	floor to waist	variable	occasional	one or two hand lift
air tank	19 lbs.	floor to waist	variable	occasional	one or two hand lift
jack	20 lbs.	floor to waist	variable	occasional	one or two hand lift
wheel / tire	60 lbs.	floor to waist	variable	occasional	one or two hand lift
misc. tools	0-10 lbs.	floor to waist	variable	occasional	one or two hand lift
animal	200 lbs.	0-45 inches	variable	occasional	two person lift
animal	115 lbs.	0-45 inches	variable	occasional	two person lift

CARRYING	WEIGHT	DISTANCE	FREQUENCY	DURATION	DESCRIPTION
caution sign stand	25 lbs.	up to 1000 ft.	variable	occasional	one or two hand carry
caution cone	4 - 5 lbs.	up to 1000 ft.	variable	occasional	one or two hand carry
portable jump pack	19 lbs.	up to 1000 ft.	variable	occasional	one or two hand carry
oil dry	19 lbs.	up to 1000 ft.	variable	occasional	one or two hand carry
air tank	19 lbs.	up to 1000 ft.	variable	occasional	one or two hand carry
jack	20 lbs.	up to 1000 ft.	variable	occasional	one or two hand carry
wheel / tire	60 lbs.	up to 50 ft.	variable	occasional	one or two hand carry
misc. tools	0-10 lbs.	up to 1000 ft.	variable	occasional	one or two hand carry
animal	200 lbs.	variable	variable	occasional	two person carry
animal	115 lbs.	variable	variable	occasional	two person carry

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PUSHING	FORCE	FRQUNCY/DUR	DESCRIPTION
misc. vehicle doors	< 10 lbs.	occ. - frequent	one or two hand push

PULLING	FORCE	FRQUNCY/DUR	DESCRIPTION
misc. vehicle doors	< 10 lbs.	occ. - frequent	one or two hand push

REACHING	DURATION	DESCRIPTION
Below Knee Height	occ. - freq.	misc. tasks require reaching below knee height
Below Waist Height	occ. - freq.	misc. tasks require reaching below knee height
Forward > 2 Feet	occ. - freq.	misc. tasks require reaching below knee height
Above Shoulder Height	occ. - freq.	misc. tasks require reaching below knee height
Lateral Reach	occ. - freq.	misc. tasks require reaching below knee height

FINE MOTOR	DURATION	DESCRIPTION
Gripping	frequent	multiple tasks require gripping
Pinching	frequent	multiple tasks require pinching
Wrist Flexion & Extension	frequent	multiple tasks require wrist positions
Wrist Lateral Deviations	frequent	multiple tasks require wrist positions
Pronation & Supination	frequent	multiple tasks require wrist positions

* It should be noted that the position of motorist assist is dynamic in nature and requires ability to walk at a pace that will ensure safety when assisting motorists in and around oncoming traffic. The ability to change directions if necessary is also important to ensure safety when assisting motorists in and around oncoming traffic. The above documented tasks are required but it is possible that there are essential functions that are required that are not listed as this position is very dynamic in nature.