CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION

PARKING ENFORCEMENT SUPERVISOR

DEFINITION:

Under direction, to supervise the work of a group of Parking Enforcement Officers engaged in patrolling assigned geographic areas; to investigate and resolve complaints; and to perform related work.

* EXAMPLES OF DUTIES:

- Prepares work schedules to ensure adequate coverage for routine and emergency situations;
- Selects, assigns, and rates the work performance of Parking Enforcement Officers;
- Investigates citizen complaints and recommends appropriate action;
- Prepares written responses to route slips;
- Reviews citation dismissal recommendations for appropriateness;
- Trains subordinates on the issuance of parking citations, Municipal and California Vehicle Code provisions, police radio use and scooter operation;
- Reviews and makes recommendations on vehicle impound procedures and reports;
- Checks citations written by Parking Enforcement Officers; issues citations for Violations of parking control ordinances;
- Answers questions and gives information to the public;
- Checks vehicle, parking citation and registered owner information via computer; Inspects uniforms and scooters;
- Prepares daily reports;
- May testify in court.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Announcement for updated minimum qualifications.

Two years of experience as a City of San Diego Parking Enforcement Officer I or II; OR one year of experience as a City of San Diego Parking Enforcement Officer I or II; AND one year general supervisory experience which must include responsibility for assigning, reviewing, and evaluating employee work performance, OR one year public contact experience which must include sensitive, adverse, or confrontational contact with the public as a primary job function. Possession of a valid California Class C Driver’s License.

* EXAMPLES OF DUTIES performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.