

EMPLOYMENT OPPORTUNITY



CITY OF CALISTOGA, CA Parking Enforcement Officer (part-time) Salary Range: \$12.00 - \$14.59/hour

**First Review of Applications
April 19, 2019 at 4:30 p.m. or Open Until Filled**

The City of Calistoga is looking for highly motivated, enthusiastic, and customer service oriented individuals to perform a variety of duties involved in the patrol for traffic violators, issuing of citations, vehicle abatement, assisting during special events, and maintenance of law enforcement records and files. Bilingual applicants are strongly urged to apply.

HOURS:

Weekends, holidays, day and evening shifts.

SUPERVISION RECEIVED AND EXERCISED:

Receives general supervision from Chief of Police or Police Sergeant.

BENEFITS:

There are no benefits associated with this part-time position.

Qualified Candidates will possess the following:

Education:

- Equivalent to the completion of the 12th grade.

Experience:

- Six months of experience in a position that required dealing effectively with the public.
- Bilingual skills highly desirable.

Licenses or Certificates:

- Possession of, a valid California Driver's License.
- Possession of, automatic electronic defibrillator training certification.
- Possession of, First Responder First Aid and CPR certification.

ESSENTIAL AND MARGINAL FUNCTIONS:

- Patrols an assigned route on foot or in a parking enforcement vehicle to observe automobiles, motorcycles, commercial vehicles and other vehicles for parking violations; enforces related local regulations and ordinances and State vehicle code laws.
- Issues citations for improper use of specially designated or timed zones or lots, improper parking such as parking in crosswalks or other sidewalks, expired registration, improperly licensed vehicles, improperly parked motorcycles, parking in preferential areas, and related violations.

- Reports traffic accidents, abandoned vehicles and traffic hazards encountered in the course of work.
- Acts as a liaison to the public and representatives of other agencies for the department.
- Maintains accurate departmental and law enforcement records and files; researches and compiles information from such files; responds to and completes record requests; maintains business owner information for emergency contact.
- Answers a wide variety of questions from the public regarding parking and related traffic laws, location of public buildings, parks, municipal facilities, and other points of interest; interacts with hostile and irate parking violators; responds to complaints from the public.
- Reports malfunctioning parking meters, faded paint on curbs, vandalized signs, and other obstacles that may impede enforcement or hinder the public from understanding and obeying the law.
- Provides assistance to special events including traffic control, pedestrian control and event management functions. May include the set-up and removal of barricades and temporary signs.
- Identifies and tags abandoned vehicles on public property; and tows vehicles when necessary.

HOW TO APPLY: *Our online application portal and fillable forms work best when the City of Calistoga website is accessed via Google.*

OPTION 1. To Apply Online: <http://www.ci.calistoga.ca.us/Home/Components/JobPosts/Job/106/735>

OPTION 2. Complete Application: <http://www.ci.calistoga.ca.us/home/showdocument?id=29344>

Mail cover letter, resume and completed application to:

Personnel Department
 City of Calistoga
 1232 Washington Street
 Calistoga, CA 94515

Please contact Human Resources with any questions at 707-942-2803 or hr@ci.calistoga.ca.us

SELECTION:

Applications will be reviewed by a screening committee and those applicants who appear to be among the best qualified will be selected for the examination process. An eligibility list will be established by ranking candidates by their overall score and a selection will be made from the candidates on this list. All employment offers are subject to a City-paid physical examination and a thorough reference and background check.

NOTE TO APPLICANTS:

You will be required to submit verification of your citizenship or legal right to work in the United States at the time of an offer of employment. Employment will be subject to verification of this requirement.

The provisions of this bulletin do not constitute an expressed or implied contract. Any provision contained in the bulletin may be modified or revoked. The City of Calistoga is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, ancestry, sex, religion, sexual orientation, age, disability or marital status. In accordance with the Americans with Disabilities Act (ADA), if special accommodations are necessary at any stage of the testing process, please notify the Human Resources Department in advance at (707) 942-2803 so your request may be reviewed prior to the occurrence of testing.