

Columbus Consolidated Government

PARKING ENFORCEMENT OFFICER G113 PART TIME

SALARY	\$15.28 Hourly	LOCATION	Columbus, GA
JOB TYPE	Part-Time	JOB NUMBER	2025-00000147
DEPARTMENT	Transportation	DIVISION	Parking Management
OPENING DATE	03/28/2025	CLOSING DATE	6/27/2025 11:59 PM Eastern

Major Duties and Responsibilities

This position is responsible for issuing citations for parking violations.

- Issues parking citations; explains violations to citizens as needed; delivers court summons for parking violators to appear in court for resolution; handles contracts for customers leasing parking spaces in the RiverCenter garage.
- Performs the duties of the supervisor in his or her absence.
- Maintains knowledge of all city ordinances pertaining to non-moving vehicle violations.
- Repairs gate as needed and; troubleshoot equipment failure.
- Performs daily inspections of parking garages to determine property damage, needed repairs, and vehicle damage; reports needed repairs for city vehicles; monitors surveillance cameras for city owned garages and parking lots.
- Boots vehicles with unpaid citations; records information on booted vehicles.
- Pulls revenue and tokens from units; counts money and tokens; cleans revenue units and gate boxes periodically.
- Directs traffic flow at garages during special events.

- Prepares incident and accident reports as needed.
- Responds to irate citizens, answers parking questions and listens to citizen complaints and concerns.
- Reports abandoned vehicles in garage or parking lot.
- Provides transportation to Homeland Security support in the event of an emergency (Small Bus Only).
- Performs other related duties as assigned.

Knowledge, Skills and Abilities

- Knowledge of city parking ordinances and violations.
- Knowledge of basic mathematics.
- Knowledge of problem solving and conflict resolution techniques.
- Skill in interpersonal relations.
- Skill in the operation of computers, handheld devices, and various software programs.
- Skill in oral and written communication.
- Ability to operate a motor vehicle.
- Ability to read, write, and perform mathematical calculations.

Minimum Educational and Training Requirements

Knowledge and level of competency commonly associated with the completion of specialized training in the occupational field, in addition to basic skills typically associated with a high school education. Sufficient experience to understand the basic principles relevant to the major duties of the position, usually associated with the completion of an apprenticeship/internship or having had a similar position for one to two years.

Physical Requirements

The work is typically performed while intermittently sitting, standing, stooping, walking, bending, or crouching. The employee occasionally lifts light objects and distinguishes between shades of color.

- Balancing – maintain equilibrium to prevent falling while walking, standing, or crouching.
- Crouching – bending body forward by bending leg, spine.
- Grasping – applying pressure to object with fingers, palm.
- Handling – picking, holding, or working with whole hand.
- Hearing 1 – perceiving sounds at normal speaking levels, receive information.
- Hearing 2 – receive detailed information, make discrimination in sound.
- Kneeling – bending legs at knee to come to rest at knees.
- Manual Dexterity – picking, pinching, typing, working with fingers rather than hand.
- Mental Acuity – ability to make rational decisions through sound logic, deductive reasoning.
- Reaching – extending hands or arms in any direction.
- Repetitive Motion – substantial movements of wrists, hands, fingers.
- Speaking – expressing ideas with spoken word, convey detailed, important instructions accurately, concisely.

- Standing – for sustained periods of time.
- Stooping – bending body downward, forward at waist, with full motion of lower extremities and back.

The work is typically performed in an office, library, computer room, or outdoors where the employee may be exposed to dust, dirt, grease, and cold or inclement weather.

Benefits

There are no benefits associated with this position.

Employer

Columbus Consolidated Government

Address

City Hall
1111 1st Avenue
Columbus, Georgia, 31901

Phone

706-225-4059

Website

<http://www.columbusga.gov/HR>