Parking Enforcement Specialist

**JOB PURPOSE:**

Patrols areas of campus for parking violations, traffic problems, and improperly placed bicycles. Resolves violations by issuing parking tickets, towing vehicles, and removing problem bicycles as needed. Provides information, direction, and assistance to general public when requested.

**CHARACTERISTIC DUTIES AND RESPONSIBILITIES:**

- Patrols campus for parking violations and issues tickets using handheld computer or hand written ticket.
- Removes improperly parked vehicle as needed by locating owner or having vehicle towed.
- Removes bicycles in violation of regulations.
- Takes inventory of parking facilities for sign repair and general maintenance as needed. Reports needed repairs.
- Assists with Motorist Assistance Program.
- Assists with traffic control at booths and other areas as needed.
- Assists with training of new employees.
- Performs other duties as needed.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

- Ability to diffuse argumentative situations.
- Must possess strong attention to detail.
- Ability to understand and follow oral and written instructions.
- Ability to walk, stand and be alert for several hours.
- Ability to work in safe and efficient manner.

**MINIMUM REQUIREMENTS:**

**Education:** High school diploma or GED.

**Experience:** Six months customer service experience required.
**Certifications/Licenses:** Valid Indiana driver’s license and ability to be insured by Indiana University.

**PHYSICAL REQUIREMENTS:**

Sitting, standing, walking, driving, squatting/kneeling, reaching, grasping, pushing/pulling, twisting/bending, lifting/carrying up to 25 lbs multiple times per shift, fingering, talking, hearing, and seeing.

**WORKING CONDITIONS:**

Spends most time outside with frequent exposure to extreme hot or cold temperatures for one hour plus. Possible exposure to distraction/uncomfortable noise levels and vibration of body or extremities. Risk of bodily injury from mechanical parts, electricity, etc. Possible exposure to fumes, odors, etc. that may affect respiration and skin.

The intent of this job specification is to provide a representative summary of the types of duties and responsibilities that will be required of positions given this title and shall not be construed as a declaration of the specific duties and responsibilities of any particular position. Employees may be requested to perform job-related tasks other than those specifically presented in this specification.

A person with a disability who is pursuing employment opportunities with Indiana University and wishes to discuss minimum requirement accommodations should contact the campus HR office.