

TRAFFIC OFFICER, 3214

Summary of Duties : Patrols an assigned area on foot or in a vehicle to enforce motor vehicle parking regulations; issues warnings or citations for illegal parking and impounds vehicles; directs vehicular and pedestrian traffic at a specific intersection or other specified location; and does related work.

Distinguishing Features : A Traffic Officer's primary responsibility is enforcing motor vehicle parking regulations which involves identifying motor vehicles parked in violation of the City of Los Angeles Municipal Code and the California State Vehicle Code and issuing warning notices or parking citations. Traffic Officers also impound vehicles illegally parked in critical zones, abandoned vehicles or vehicles with numerous unpaid parking citations. Employees of this class may also direct vehicular and pedestrian traffic at an assigned location.

Traffic Officers receive classroom and on-the-job training in parking enforcement and intersection control techniques and procedures. They are normally supervised by Senior Traffic Supervisors and may be assigned to work nights, week-ends, and holidays and under adverse weather conditions.

Examples of Duties : Patrols assigned areas on foot or in a vehicle; identifies motor vehicles parked in violation of the City of Los Angeles Municipal Code and the California State Vehicle Code; places chalk marks or uses timing sheets, as a time check, on vehicles parked in time limit parking zones; checks vehicles parked in metered parking zones; issues warnings, notices or parking citations; impounds vehicles parked in violation of parking regulations;

Immobilizes vehicles with confirmed unpaid warrant status by installing boot; and may release immobilized vehicles upon receipt of proper authority;

Directs vehicular and pedestrian traffic at an assigned intersection or in special situations such as traffic accidents, police and fire emergencies and intersections with inoperative traffic signals to prevent congestion and expedite safe and orderly movement of traffic; directs pedestrians in crossing from curb to curb at intersections;

Testifies in court regarding the circumstances surrounding and reasons for issuing parking citations;

Maintains a daily log which describes activities during a tour of duty including citations issued, citizen complaints, or unusual situations in which the officer was required to direct traffic; prepares written reports describing problems or incidents and may make recommendations

for changes in parking and traffic control including changes in the synchronization of traffic signals and time limits for parking zones;

May check on Crossing Guards to determine their presence at assigned times, proper uniform and demeanor; may contact supervisor if a Crossing Guard is not on duty and assume the control of pedestrian traffic until relieved;

Patrols the streets and public parking lots in an assigned area on foot or in a vehicle; uses portable radio transceivers or radios in vehicles to report status and problems, to request information and to obtain instructions from supervisors; and may occasionally be assigned to other duties for training purposes or to meet technological changes or emergencies.

Qualifications: The ability to learn techniques of parking enforcement procedures and intersection control; the ability to operate a motor vehicle; the ability to understand and to follow directions; the ability to deal tactfully and effectively with the public and other employees; the ability to read and understand Los Angeles Municipal Code and the State Vehicle Code, notices, bulletins, and memos; the ability to communicate effectively with the public and in court for the purpose of giving explanations; the ability to write clear and complete reports describing activities, problems, incidents, and special circumstances.

Graduation from high school or G.E.D. equivalent is desired, but not required.

License: A valid California driver's license is required.

Physical Requirements: Strength to perform average lifting up to fifteen pounds and occasionally over twenty-five pounds; good speaking and hearing ability; and good eyesight.

Persons with medical limitations may, with reasonable accommodation, be capable of performing the duties of some of the positions in this class. Such determination must be made on an individual basis in light of the person's limitations, the requirements of the position, and the appointing authority's ability to effect reasonable accommodations to the person's limitations.

As provided in Civil Service Commission Rule 2.5 and Section 4.55 of the Administrative Code, this specification is descriptive, explanatory and not restrictive. It is not intended to declare what all of the duties and responsibilities of any position shall be.