



22 Orinda Way, Orinda • California • 94563

## Parking and Traffic Specialist

\$18.50 – 25.25 / Hour

Part-Time (variable schedule)

**Accepting Applications until Position is Filled**

### **The Position**

The City of Orinda is looking for responsible, courteous individuals who enjoy working outdoors, can work independently of supervision and have experience dealing tactfully and effectively with members of the public. The successful applicants will work in a part-time capacity with a schedule including normal business hours as well as evening and weekend hours. Our City's mission is to provide excellent service in a fiscally responsible manner and to promote a safe, healthy and vibrant community.

The Parking and Traffic Specialist enforces City parking regulations and assists with parking, traffic, and related issues and provides general information and assistance to the public. This position is non-benefited and works a variable schedule based on need.

### **How to Apply:**

To be considered for this position, qualified job applicants are required to submit the following:

- Apply Online!** You can apply online by visiting [CalOpps.org](http://CalOpps.org).
- Please attach a resume with your application for the Parking and Traffic Specialist position

A limited number of applicants *with the most desirable qualifications* as determined by initial screening of applications and resume, will be invited to participate in an interview and testing process that may consist of a written test and oral board interview. All applicants will be notified by email if they are invited to participate further in the selection process.

### **Minimum Requirements:**

*Candidates with the following qualifications are encouraged to apply:*

**Education:** Equivalent to a high school diploma. Supplemental specialized training in planning, zoning, inspection, or law enforcement is desirable; and

**Experience:** One year of experience in public contact, customer service, or related experience; and

**License and Certificate:** Possession of a valid California Driver's License with a demonstrated history of safe driving.

**Special Requirements:** *Essential duties require the following physical skills and work environment:*

Ability to drive, sit, stand, or walk for extended hours; ability to kneel, crouch, stoop, squat, twist, and lift 50 lbs.; exposure to outdoors for extended hours, including walking hills and on wet, muddy, or slippery surfaces; ability to travel to different sites and locations.

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**General Information**  
(925) 253-4200 (ph)  
(925) 254-9158 (fax)

**Administration**  
(925) 253-4220 (ph)  
(925) 254-2068 (fax)

**Planning**  
(925) 253-4210 (ph)  
(925) 253-7719 (fax)

**Parks & Recreation**  
(925) 254-2445 (ph)  
(925) 253-7716 (fax)

**Police**  
(925) 254-6820 (ph)  
(925) 254-9158 (fax)

**Public Works**  
(925) 253-4231 (ph)  
(925) 253-7699 (fax)

Must be willing to work a scheduled variety of hours, which may include evenings, and/or weekends, as needed.

**Pre-Employment Processes:**

Any candidate selected by the hiring department will be required to successfully complete a pre-employment process, which may consist of a background history check, conviction history check, as well as a medical exam including a pre-placement drug screen before hire.

**Examples of essential duties:**

- ❖ Enforces parking regulations within the guidelines of California State Law and City requirements. Safely maintains and operates specialized equipment including radios and hand held computers or devices.
- ❖ Efficiently patrols assigned routes throughout the City to identify and resolve parking violations and traffic hazards, and enforce applicable laws; issues parking citations utilizing an electronic ticket writer and updates records as necessary. May write warnings and amendments to previously issued citations.
- ❖ Responds to citizen complaints and concerns regarding parking and traffic issues and abandoned vehicle laws; tag and arrange transportation of abandoned vehicles; refers issues to supervisor or law enforcement as necessary;
- ❖ Chalks tires of vehicles parking in timed spaces, records time, and returns at specified intervals to ticket vehicles remaining in spaces illegally;
- ❖ Explains California State laws, California Vehicle Code, and City ordinances to the general public regarding parking citations and parking in general;
- ❖ Provides guidance to residents on how to obtain Residential Parking Permits and assists residents on permit questions and issues;
- ❖ Reports missing or damaged traffic signals and signs; reports improperly operating traffic signals; submits work order requests for signage, curb painting, and repairs;
- ❖ May perform traffic control duties at accident scenes and special events, including directing traffic and diverting flow of traffic by erecting temporary barricades and posting temporary signs; and
- ❖ Perform related duties and responsibilities as assigned.

*The City of Orinda is an Equal Opportunity Employer and does not discriminate against race, color, religion, national origin, age, sex origin or disability. In accordance with Federal law, the City of Orinda will only hire individuals who are legally authorized to work in the United States. Candidates with a disability which may require special assistance in any phase of the application or testing process should submit a request for accommodation with the application. Documentation of the need for accommodation must accompany the request.*