



Disability Services
Safety and Claims Management
Department of Executive Services
Human Resources Management Division
P.O. Box 80283
Seattle, WA 98108
(206) 205-8575
(206) 296-0514 FAX

Worker:
Claim #:
Job Title: Parking Enforcement Agent
DOT # 375.587-010
Involved Body Parts:

☐ Job of Injury ☐ Light Duty Position ☐ Direct/Transferable Skills Position ☐ Training Goal

JOB ANALYSIS

Job Title: Parking Specialist	DOT Title: Parking Enforcement Agent/ Machine Repairer
SVP: 2/ 7	DOT #: 375.587-010/ 600.280-042
SOC: 33-3041/ 51-4041	Type of Industry: 425-Government Services; 561-Machine Shop

Analyst: Jennifer Kabacy, CDMS	Source: King County Parks Div, Marymoor Park 6046 W. Lake Sammamish Pkwy N.E. Redmond, WA 98052
Assigned VRC: Jennifer Kabacy, CDMS	Contact: Anne Lipe, Customer Services Coordinator Lead
Date: 7/16/13	Phone: 206-205-8751
<input checked="" type="checkbox"/> On-Site <input type="checkbox"/> Interview <input type="checkbox"/> Representative	

Essential Functions:

The responsibilities of this classification include managing the operation of the parking fee collection system, including troubleshooting and performing regular maintenance of parking fee collection machines in various King County Parks, data collection, reporting, cash collection, and enforcement. Incumbent serves as a lead to parking staff.

Examples of Duties:

1. Manage operation and maintenance of the parking fee collection system, including data collection and maintenance; prepare detailed reports as required.
2. Monitor parking fee collection process; review machine audit reports submitted by cash handlers for accuracy; research discrepancies and follow through with machine repairs or make recommendations as needed.
3. Troubleshoot and perform regular maintenance of parking fee collection machines.
4. Oversee parking enforcement; write legible violation notices.
5. Oversee the maintenance and repair of parking equipment within established guidelines; communicate with vendors for repair and replacement of machine parts; maintain records of all machine repair calls, actions taken, outcomes and follow-ups; handle shipping, receiving, and storage and inventory of parking machine replacement parts, ticket paper, violation notices, and informational flyers.
6. Identify, coordinate, and assign tasks to the parking system temporary employees and volunteers; assist with recruiting, hiring and training of temporary staff.
7. Monitor, evaluate and record work processes related to parking fee systems and make recommendations for improvement.
8. Answer calls from park patrons and respond to complaints received within appropriate established timelines.
9. Manage record keeping system for parking violations and payment of fines, if assessed. Track percentage of fee payment compliance.
10. Work with park maintenance staff and crafts crew for support of the parking system maintenance staff and crafts crew for support of the parking system maintenance and operation as needed.
11. Perform other duties as assigned.

According to the employer contact, approximately 1/3 of the time is spent driving, 1/3 of the time is spent repairing machines or collecting money, and 1/3 of the time is spent walking around checking compliance or writing tickets.



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Job Qualifications and Skills:

Valid Washington State Driver's License. Successful completion of a background check. Ability to work outside in various weather conditions. Additional licenses, certifications and other requirements determined to be necessary to meet the business needs of the employing unit may be required.

Knowledge and Skill Requirements:

- 1) Knowledge of the basic functions and troubleshooting of various electronic and mechanical equipment components.
- 2) Knowledge of the basic laws of electricity and related safety procedures.
- 3) Knowledge of procedures for working in confined spaces.
- 4) Knowledge of the safe operation and maintenance of assigned equipment and tools.
- 5) Knowledge of procedures for working safely in areas with vehicle traffic.
- 6) Knowledge of current office computer systems and applications (Windows, DOS, etc), and procedures for handling sensitive computer equipment.
- 7) Skill in effectively using current office word processing, spreadsheet and database software including creating and manipulating spreadsheets and documents.
- 8) Skill in communicating effectively verbally and in writing; and in understanding written and oral instructions.
- 9) Skill in problem-solving, conflict resolution, and decision making.
- 10) Skill in handling difficult situations with subordinates and the general public.
- 11) Skill in establishing and maintaining effective working relationships.
- 12) Skill in leading, training and directing work team members.
- 13) Skill in planning, organizing, troubleshooting.
- 14) Skill in handling multiple competing priorities within tight timelines.
- 15) Skills in reading and analyzing audit reports.
- 16) Skill in recognizing and troubleshooting safety hazards.
- 17) Skill in safe operation of trucks and vans.

Machines, Tools, Special Equipment, Personal Protective Equipment Used: County vehicle, parking machines, computer, hand tools, A-frame signs.

PHYSICAL REQUIREMENTS

Frequency Scale	Strength	Work Pattern
N = Never	<input type="checkbox"/> Sedentary	<input checked="" type="checkbox"/> Full-time
S = Seldom (1-10 %, up to 48 min)	<input type="checkbox"/> Light	<input type="checkbox"/> Part-time
O = Occasional (11-33%, 48 min. – 2 hr 25 min)	<input type="checkbox"/> Medium	<input type="checkbox"/> Seasonal
F = Frequent (34-66%, 2 hr 26 min – 5 hr 35 min)	<input checked="" type="checkbox"/> Heavy	____ Hours Per Day*
C = Constant (67-100%, more than 5 hr 35 min)	<input type="checkbox"/> Very Heavy	____ Days Per Week *

***Employee works one 10-hour shift, one 9-hour shift, and three 7-hour shifts per week.**

PHYSICAL DEMANDS		FREQUENCY						ACTIVITY DESCRIPTION
	% Time	N	S	O	F	C		
Sitting	Up to 33%			X				Worker will sit in vehicle up to 1/3 of the work shift to patrol parking areas and write infractions.
Standing	Up to 33%			X				Worker will stand up to 1/3 of the work shift to direct traffic up to 2 hours at a time, or to stand at machine to perform repairs for 10-15 minutes at a time.
Walking	Up to 33%			X				Worker will walk around parking lot to monitor parking compliance, up to 20 minutes at a time, and up to 1/3 of the work



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							shift total.
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Lifting Waist to Shoulder	N	S	O	F	C	Rarely (1% of the time) lift a parking machine weighing approximately 80 lbs with one other staff person off the base and into vehicle (a few feet away). Could also lift a larger machine weighing approximately 200 lbs with three other staff members. This only occurs maybe once every couple of months.
		X				
Lifting Floor to Waist and Waist to Shoulder	N	S	O	F	C	Will lift a tool bag or A-board weighing up to 20 pounds into and out of vehicle frequently throughout the day.
				X		
Lifting above shoulder	N	S	O	F	C	To retrieve tool bag weighing 20 pounds out of overhead cupboard and place it back, lifting bag overhead twice per shift.
		X				
Carry (Dist.)	N	S	O	F	C	Rarely (1% of the time) will carry a parking machine with assistance (as described in Lifting Waist to Shoulder) a few feet into vehicle. May seldom carry an A-board weighing up to 20 pounds up to 30 yards to relocate it. Will carry tool bag weighing 20 pounds from vehicle to parking machine several times per shift.
		X				
Pushing/Pulling	N	S	O	F	C	With minimal force to open/close vehicle and parking payment machines doors.
			X			

	N	S	O	F	C	
Climbing				X		To get in and out of van frequently throughout the day. Seldom climb ladder to put up signage or string lights for concerts.
Balancing		X				To climb ladder on seldom basis.
Stooping / Bending			X			Worker will occasionally bend forward at torso, for a few minutes at a time when making repairs or collecting payments from parking machines.
Twisting			X			At hands and arms, and at torso. Twisting at torso can be minimized by moving feet with proper body mechanics.
Squatting / Kneeling	X					Not a requirement of this position.

	N	S	O	F	C	
Crawling	X					Not a requirement of this position.
Hand or Foot Controls			X			When operating equipment or tools with hands, and when driving to operate hand and foot controls in vehicle.

Reaching	Forward					X	When driving, repairing machines, collecting money from
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(Level)						machines, performing computer work, etc.
Below Waist		X				To put out A-boards, pick up tools from tool bag when on the ground, etc.
Above Shoulder		X				To retrieve and put away tools in overhead cabinet (twice per shift).
Handle/Grasp					X	To handle hand tools, tool bag, money, etc, and to grasp steering wheel when driving.
Fine Finger Manipulation			X			When writing parking infractions and entering information into the computer, bench work repair of machine parts, approximately 1.5 hours average per day.
Repetitive Motion				X		Frequent use of upper extremities for driving, using hand tools, etc. However, duties are varied throughout the work day.
Vibratory Tasks	X					Not a requirement of this position.

Talking						X		To communicate with public and other staff.		
Hearing						X		To communicate with public and other staff.		
Visual:	Near Acuity	X	Far Acuity			X	Depth Perception	X	Accommodation	X
							Color Discrimination	X	Field of Vision	X

ENVIRONMENTAL CONDITIONS	FREQUENCY					ENVIRONMENTAL CONDITIONS	FREQUENCY				
	N	S	O	F	C		N	S	O	F	C

Exposure to Weather	C	Noise Intensity	O
Extreme Cold	O	Atmospheric Conditions	N
Extreme Hot	O	Exposed Heights	S
Wet and / or Humidity	O	Exposure to Electricity	O
Proximity to Moving Mechanical Parts	N	Exposure to Toxic / Caustic Chemicals	S
Exposure to Explosives	N	Exposure to Radiation	N
Other			



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Analyst's Comments:

Possible Employer Modifications:

Note: The information for this job analysis was gathered by either on-site observation, interview and / or is representative of the labor market as indicated on page one. Additional data may have been obtained from standardized industry resources such as the DOT, GOE, COJ, OOH, WOIS and O-NET. On occasion, practicality and feasibility prevent the direct observation and/or gathering of objective, quantifiable data. For this reason, a "best estimate" may have been used.

Analyst:

Presenting VRC:

Jennifer Kabacy, CDMS

7/16/13

Jennifer Kabacy, CDMS

7/16/13

Vocational Consultant

Date

Vocational Consultant

Date

Employer Verification:

Worker Verification: (optional)

Anne Lips

Customer Services Coordinator Lead

7/22/13

Date

Name

Date



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MEDICAL PROVIDER:

- ☐ I agree that the above named injured worker can perform the physical activities described in this job analysis and can return to work. State date worker is released to return to work if different from today's date_____.
- ☐ I agree the injured worker can perform the described job but only with modifications (describe in comments section). Modifications are needed on a permanent ☐ or temporary ☐ basis.
- ☐ The above-named injured worker **temporarily** cannot perform this job based on the following physical limitations:
- Anticipated release date:** _____
- Treatment plan:** _____
- ☐ The above named injured worker is **permanently** restricted from performing the physical activities described in this job analysis based on the following physical limitations (state objective medical findings):

Comments:

Signature

Date

Print Name

- | | | |
|---|---|---|
| <input type="checkbox"/> Attending Provider | <input type="checkbox"/> Consulting Physician | <input type="checkbox"/> Pain Program Physician |
| <input type="checkbox"/> IME Physican | <input type="checkbox"/> PCE Therapist | <input type="checkbox"/> OT / PT Therapist |