



**CITY OF BAKERSFIELD**

Department of Human Resources  
1600 Truxtun Avenue, Bakersfield, CA 93301  
(661) 326-3408 / <http://www.bakersfieldcity.us>

**INVITES APPLICATIONS FOR THE POSITION OF:  
PARKING ENFORCEMENT TECHNICIAN (OPEN) #01165**  
*An Equal Opportunity Employer*

**SALARY:** \$3,063.32 - \$3,723.89/Month

**ISSUE DATE:** 03/7/19

**FILING DEADLINE:** 03/21/19 at 1:00 PM Pacific Time

**THE POSITION:** Under general supervision performs office and field work involving the enforcement of appropriate codes, laws, regulation and validation programs pertaining to on-street and off-street parking within the City of Bakersfield. Writes and issues parking citations, responds to complaints and inquires. This is an unarmed, non-sworn employee, who will perform work of average difficulty involving specific phases of traffic enforcement on an assigned shift and performs other work as required.

**REPRESENTATIVE DUTIES:** The following typical tasks and responsibilities are representative of this class. They are descriptive, not limiting. **Essential Duties:** Patrol an assigned route of the city streets and parking lot facilities to identify and enforce vehicles in violation of parking laws, ordinances, and regulations and issues citations and/or impounds vehicles in violation. Enforcement may be conducted by utilizing a motorized vehicle, automobile vehicle, bicycle, or on foot. Advises public regarding parking laws and related issues. Answers and responds to complaints concerning parking violations and takes appropriate action. Investigates, responds to and enforces disabled parking placard provisions. Provides information to the public regarding locations of streets, buildings, parking lot facilities and other points of interest. Attends neighborhood association, community and business meetings. Directs traffic at accident, crime, and fire scenes and special events. Receives and responds to citizen inquiries over the telephone or at the public counter and gives general assistance or directions as appropriate. Establishes and maintains cooperative working relationships with those contacted in the course of work. Maintains assigned equipment and supplies related to job performance. Appears for all administrative hearings or court trials; gives testimony as necessary. Provides information to the public in accordance with applicable laws and departmental policies and procedures. Performs all other duties as assigned.

**HOW TO APPLY:** A **COMPLETED** City application **and** State of California DMV driver history printout (dated no older than two months of the filing deadline) must be received by the Human Resources Office, 1600 Truxtun Avenue, Bakersfield, CA 93301 by the filing deadline. There will be no substitutions for the official or unofficial Department of Motor Vehicles (DMV) printout. On-line printouts are acceptable as long as they are obtained from the official Department of Motor Vehicle website.

**MINIMUM QUALIFICATIONS:**

- Graduation from high school or G.E.D.
- Must be at least 18 years of age
- Must successfully pass a background investigation
- Possession of a valid California Class "C" driver's license with a minimum of two years driving experience
- Possession of a valid California Standard First Aid Card, prior to field assignment

**OTHER MINIMUM QUALIFICATIONS:** **Knowledge of:** Local geography including location of city streets, highways, public buildings and public facilities; Modern office practices, procedures and equipment including computers and related technology and software; Basic skills in contacting the public and police operations; Basic understanding of municipal and state laws pertaining to vehicle operations. **Ability to:** Carry and operate a two-way police radio; Learn, understand, interpret and enforce appropriate City and State parking and vehicle codes, laws and regulations; Read, understand and follow oral and written instructions; Observe situations; and react quickly and calmly in emergencies; Obtain and verify information through telephone contacts and personal interviews; Conduct investigations and write reports; Provide conflict resolution; Read, understand and explain applicable laws, regulations and ordinances; Work independently with little supervision, analyze situations and exercise sound judgment; Operate a variety of office equipment including computers and computer software to prepare clear, concise and comprehensive reports and other correspondence; Testify in court; Establish and maintain effective working relationships and professionalism with those contacted during the performance of assigned duties; Learn Technical aspects of the job; Perform assigned duties with significant independence **Physical Conditions or Special Working Conditions:** Must possess sufficient strength and stamina to lift and remove heavy objects and equipment such as attaching trailers or loading bicycles; Must be able to work outdoors in all weather conditions and with exposure to unpleasant and potentially hazardous conditions; May be required to work any shift in a 24-hour period including nights, weekends and holidays, and routinely be on standby for emergency calls; Must be able to visually observe details up close, or at a distance; read, sit or walk for an extended period of time, enter/exit vehicles frequently; Must have finger dexterity/grasping ability to operate issued equipment/devices, or computer.

**Written Exam (Pass/Fail) April 11, 2019 (Tentative):** Questions may be related to reading comprehension, public relations, vocabulary, spelling, name and number matching, reasoning ability and map reading. **\*NOTE: The pass point may be set to include those applicants with the TOP WRITTEN EXAM SCORES who achieve a minimum score of 70%. Applicants who are invited to the written examination will be notified to COMPLETE and submit a Personal History Statement (PHS) and Pre-Investigation Background Questionnaire (PIBQ) at their scheduled written examination on April 11, 2019. Applicants who fail to submit a COMPLETED PHS and PIBQ at the written examination will not be allowed to participate in the written examination and will be disqualified from the recruitment process.**

**Oral Appraisal Interview (Weighted 100%) April 22 & 23, 2019 (Tentative):** An appraisal will be made of applicants training, education, experience, communication skills and personal qualifications for the position. A minimum rating of 70% is required to qualify for the eligible list.

**Background Investigation (Pass/Fail):** Prior to appointment, applicants must successfully complete an investigation of their personal history and background to determine suitability for the position of Parking Enforcement Technician with the Bakersfield Police Department. Applicants who fail the background investigation process will be notified by the Human Resources Division.

APPLICATIONS MAY BE OBTAINED AND FILED ONLINE AT:  
<http://www.bakersfieldcity.us> OR  
1600 Truxtun Avenue, Bakersfield, CA 93301

EXAM #01165  
PARKING ENFORCEMENT TECHNICIAN  
IF

## Parking Enforcement Technician (Open) #01165 Supplemental Questionnaire

- \* 1. Are you or will you be at least 18 years of age by the written examination date of April 11, 2019?  
Yes No
  
- \* 2. Do you possess a U.S. High School diploma OR G.E.D.?  
Yes No
  
- \* 3. Do you possess a valid California Class "C" driver's license?  
Yes No
  
- \* 4. Do you possess a minimum of two (2) years driving experience with a valid driver's license?  
Yes No
  
- \* 5. I understand a valid California Standard First Aid card must be obtained within the first six (6) months of my probationary period?  
Yes No
  
- \* 6. I understand that it is HIGHLY RECOMMENDED that I apply on-line and provide an email address for this recruitment? If an e-mail address is provided, all future correspondence from the City will be via e-mail. NOTE: Please keep contact information up-to-date and ensure that your email spam filter allows you to receive messages from HumanResources@bakersfieldcity.us  
Yes No
  
- \* 7. I understand I must submit a current California DMV driver history printout (dated no older than two (2) months of the filing deadline) to Human Resources by the filing deadline of March 21, 2019 at 1:00 PM in order for my application to be accepted? There will be no substitutions for the "official" or "unofficial" Department of Motor Vehicles printout. DMV printouts may be submitted to the Human Resources Office, City Hall 1600 Truxtun Avenue, 1st Floor, Bakersfield, CA 93301, scanned and uploaded with your on-line application or faxed to (661) 852-2070. On-line DMV printouts are acceptable as long as they are obtained from the official DMV website. If you submit the document in-person or via fax, the DMV printout must reference the recruitment name and number (i.e. Parking Enforcement Technician #01165) and submitted to the attention of Isabel Farmer.  
Yes No

\* Required Question