

GENESEE COUNTY

PARKING/RECYCLING ENFORCEMENT OFFICER

DISTINGUISHING FEATURES OF THE CLASS: This is routine work involving the responsibility for the enforcement of various chapters of Code of the City of Batavia including Vehicles and Traffic (Chapter 178), Solid Waste (Chapter 155) and Dog Control (Chapter 40, Article I). The incumbent is required to wear a uniform, but does not perform general police officer duties. An employee in this title is under the direct supervision of a Police Lieutenant or Police Sergeant, though ultimate administrative supervision is the responsibility of the Chief of Police. Does related work, as required.

TYPICAL WORK ACTIVITIES:

Patrols assigned areas to detect violations of parking ordinances, or other standing violations and violations of solid waste, garbage, refuse or recycling ordinances;
Issues parking violation tickets by preparing prescribed forms and leaving same on the vehicle in violation;
Issues violation tickets on prescribed forms relating to solid waste, garbage refuse and recycling ordinances;
Informs and directs motorists to location of various parking areas;
Acts as a courier for bank deposits;
May operate telephone switchboard and act as a receptionist by giving information and directing the public entering the police station;
Acts as Dog Control Officer pursuant to City of Batavia Code Chapter 40, Article 1 and §114 of the New York Agriculture and Markets Law.

The above examples of duties are intended only as illustrations of the various types of work performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position, as may be assigned by the direct supervisor or administrative supervisor of the incumbent.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND/OR PERSONAL

CHARACTERISTICS: Working knowledge of the geography of the municipality, and the location of the prominent parking areas therein; working knowledge of the procedures and regulations of all standing traffic laws and ordinances and enforcement of same; working knowledge of the procedures and regulations of solid waste, refuse, garbage, recycling ordinances and enforcement of same; ability to assist in all aspects of dog control ordinance of the City of Batavia, and in accordance with applicable provisions of the City Code and State Law; ability to deal effectively with the public; ability to keep accurate records; physical condition commensurate with the demands of the job.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an appropriate equivalency diploma recognized by the New York State Department of Education.

SPECIAL REQUIREMENT FOR APPOINTMENT: Possession of a New York State Drivers License

All qualified applicants will be afforded equal employment opportunities without discrimination because of race, creed, color, national origin, sex, age, disability or marital status.

Competitive Class 4/22/93
Revised 3/26/03
Revised 5/21/12
Revised 9/9/24