The City of Calistoga is looking for one highly motivated, enthusiastic, and customer service oriented individual to perform a variety of duties involved in the patrol for traffic violators, issuing of citations, vehicle abatement, assisting during special events, and maintenance of law enforcement records and files. Must be willing to work weekends, holidays, day and evening shifts. Bilingual applicants are strongly urged to apply.

ESSENTIAL AND MARGINAL FUNCTIONS – including, but not limited to, the following:

- Patrols an assigned route on foot or in a parking enforcement vehicle to observe automobiles, motorcycles, commercial vehicles and other vehicles for parking violations; enforces related local regulations and ordinances and State vehicle code laws.
- Issues citations for improper use of specially designated or timed zones or lots, improper parking such as parking in crosswalks or other sidewalks, expired registration, improperly licensed vehicles, improperly parked motorcycles, parking in preferential areas, and related violations.
- Reports traffic accidents, abandoned vehicles and traffic hazards encountered in the course of work.
- Acts as a liaison to the public and representatives of other agencies for the department.
- Maintains accurate departmental and law enforcement records and files; researches and compiles information from such files; responds to and completes record requests; maintains business owner information for emergency contact.
- Answers a wide variety of questions from the public regarding parking and related traffic laws, location of public buildings, parks, municipal facilities, and other points of interest; interacts with hostile and irate parking violators; responds to complaints from the public.
- Reports malfunctioning parking meters, faded paint on curbs, vandalized signs, and other obstacles that may impede enforcement or hinder the public from understanding and obeying the law.
- Provides assistance to special events including traffic control, pedestrian control and event management functions. May include the set-up and removal of barricades and temporary signs.
- Identifies and tags abandoned vehicles on public property; and tows vehicles when necessary.

LICENSES OR CERTIFICATIONS:

- Possession of a valid California Driver’s License
- Possession of automatic electronic defibrillator training
- Possession of First Responder First Aid and CPR certification
SUPERVISION RECEIVED AND EXERCISED
Receives general supervision from Chief of Police or Police Sergeant.

BENEFITS:
This position has no benefits.

Qualified Candidates will possess the following:

Experience
• Six months of experience in a position that required dealing effectively with the public.
• Bilingual skills highly desirable

Training:
• Equivalent to completion of the twelfth grade

APPLICATIONS:
Please send a cover letter, resume and completed application to: Personnel Department, 1232 Washington St., Calistoga, CA 94515; or by e-mail: hr@ci.calistoga.ca.us. The City employment application form can be obtained at City Hall, 1232 Washington St., Calistoga, CA 94515 or at www.ci.calistoga.ca.us. Incomplete applications will not be considered. Resumes in lieu of applications will not be accepted. Please contact Human Resources with any questions 707-942-2803.

SELECTION:
Applications will be reviewed by a screening committee and those applicants who appear to be among the best qualified will be selected for the examination process. An eligibility list will be established by ranking candidates by their overall score and a selection will be made from the candidates on this list. All employment offers are subject to a City-paid physical examination and a thorough reference and background check.

NOTE TO APPLICANTS:
You will be required to submit verification of your citizenship or legal right to work in the United States at the time of an offer of employment. Employment will be subject to verification of this requirement.

The provisions of this bulletin do not constitute an expressed or implied contract. Any provision contained in the bulletin may be modified or revoked. The City of Calistoga is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, ancestry, sex, religion, sexual orientation, age, disability or marital status. In accordance with the Americans with Disabilities Act (ADA), if special accommodations are necessary at any stage of the testing process, please notify the Human Resources Department in advance at (707) 942-2803 so your request may be reviewed prior to the occurrence of testing.