

## Middletown, CT Job Description

<b>Classification Title</b>	Parking Enforcement Officer
<b>Job Code</b>	
<b>Department</b>	Parking Department
<b>Union Group</b>	AFSCME 466
<b>FLSA Status</b>	
<b>Pay Grade</b>	

### PURPOSE OF POSITION

The purpose of this position is to assist with meter collections, issue and record violation tickets, and perform tasks needed to ensure good public use of city parking facilities.

~~The work is performed under the direction of the Director of Parking.~~

### ESSENTIAL DUTIES & RESPONSIBILITIES

*The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Employees may be requested to perform job-related tasks other than those specifically presented in this description.*

- Assists with the installation and repairs of parking meter and revenue collection devices.
- Assists with weekly collection of meter receipts and revenue collection devices.
- Monitors public use of parking ~~facilities; and issues~~ facilities. Issues citations for violations.
- Monitors safety and security of public parking facilities, people and vehicles.
- Assists motorists and the public, as needed; Provides information and directions to motorists and pedestrians.
- Installs immobilization devices to vehicles, as required.
- Performs a variety of parking operation functions, such as access control gate arm & gate arm pin replacement, citation input, retrieval and processing; ~~and may assist with billing functions.~~ Prepares reports and correspondence as requested.
- May be requested to temporarily perform like duties of other department employees.
- Perform other related duties as assigned.

### MINIMUM JOB QUALIFICATIONS

#### Education and Experience

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High school diploma or equivalent. ~~with six months of related experience; or any combination of education and experience that provides equivalent knowledge, skills and abilities.~~

Appropriate education substitutions can be made.

### Other

- Valid Driver's License.

### PREFERRED QUALIFICATIONS

~~Some college level coursework or degree.~~

### KNOWLEDGE, SKILLS, and ABILITIES

- ~~Requires the a~~Ability to process, calculate, compute, summate, and/or tabulate data and/or information. Includes the ability to perform subsequent action in relations to these computational operations.
- ~~Requires the a~~Ability to provide guidance, assistance and/or interpretation to co-workers, members of the public and others, on how to apply policies, procedures and standards to specific situations.
- ~~Requires the a~~Ability to utilize a wide variety of reference and descriptive data and information such as parking tickets, violation notices, status reports, receipts and general operating manuals.
- ~~Requires the ability to communicate orally and in writing with supervisor, parking patrons and the public. Must possess basic mechanical skills~~
- ~~Requires the ability to perform addition, subtraction, multiplication and division; calculate percentages and decimals. Ability to use applicable tools~~
- Ability to Relate to and interact with a non-traditional and diverse student and employee population
- Ability to Work independently
- Ability to Read, analyze, and interpret standards, policies, procedures, and regulations
- Ability to Develop and write reports, policies, and correspondence
- Ability to Handle common inquiries or complaints

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- Ability to Define problems, collect data, establish facts, and draw valid conclusions
- Ability to Perform mathematical computations such as addition, subtraction, multiplication, division. Calculate percent distributions, increase rates, and similar computations.
- Ability to Exercise good judgment and focus on detail as required by the job
- Ability to Operate standard office equipment, such as computer keyboards and monitors, copiers, scanners, and telephone
- Ability to Use (or learn to use) computer software and systems applicable to the position
- Ability to Follow oral and written instructions and procedures
- Ability to Mmeet schedules and deadlines of the work unit
- Ability to Communicate in English effectively orally and in writing
- Ability to Maintain well-organized materials, files, systems and tools
- Ability to Aadapt to changes in work situations and priorities
- Ability to Reason/analyze; use logic to identify and resolve problems
- Ability to Establish and maintain constructive and cooperative interpersonal relationships with staff, peers, supervisors, or managers in the work unit and other departments, as well as with staff of outside entities and other individuals, as applicable to the essential duties and responsibilities
- Ability to Satisfy the needs of internal and external customers accurately and promptly, treating customers with fairness and respect.

### PHYSICAL REQUIREMENTS

- ~~Requires the ability to operate, calibrate, tune and synchronize, and perform complex rapid adjustment on equipment, machinery and tools such as a computer and other office machines and/or related materials used in performing essential functions.~~
- ~~Ability to coordinate eyes, hands, feet and limbs in performing skilled movements.~~

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~~• Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and pulling of objects weighing five to ten pounds.~~

~~• Requires the ability to recognize and identify similarities or differences between characteristics of colors, shapes and sounds associated with job-related objects, materials and tasks.~~

Exerting up to 50 pounds of force occasionally, up to 20 pounds of force frequently, and/or up to 20 pounds of force constantly having to move objects.

### **WORKING CONDITIONS**

*The working conditions described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

~~• Ability to work under generally safe and comfortable conditions where exposure to environmental factors such as temperature extremes, wetness, humidity, disease, traffic hazards or violence may cause discomfort and poses a limited risk of injury.~~

Position requires stooping, kneeling, crouching, reaching, climbing, balancing, pushing, pulling and lifting.

*The City of Middletown, CT is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.*

<b>Date created:</b>	03/10/15
<b>Dates revised</b>	