

## PARKING ENFORCEMENT OFFICER

*Department: Police*  
*Division: Civilian*  
*Appointing Authority: Police Chief*

*Grade: 6*  
*Revision Date: 10/10*  
*Bargaining Unit: C*

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### Definition:

Performs semi-technical and routine work related to the enforcement of parking rules and regulations, town bylaw non-criminal disposition violations, signage bylaw violations, and all other related work as required that is logical to the position.

### Supervision:

Works under the direct supervision of the Police Civilian Management Assistant, and the general policy direction or instructions of the Chief of Police, or other designee as the Mayor may assigns.

No supervisory duties, but may work cooperatively with other enforcement personnel and the Collector / Treasurer's office.

### Environment:

Performs duties generally defined by procedures that may require some exercise of judgment in choosing alternative operational protocol.

Has access to limited confidential information; Errors could result in adverse public relations and legal or financial repercussions, danger to self or the general public.

Most work performed on foot out of doors with exposure to variable and occasional inclement or unpleasant weather conditions; some work performed under typical office conditions.

Makes frequent contact with the general public, business owners or employees and some town departments

### Essential Functions:

(The essential functions or duties listed below are intended only as illustration of the various types of work that may be performed and are representative of those that must be met by an employee to successfully perform the essential functions of the job. 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.)

Monitors and tags illegally parked cars, overtime meters, restricted area violations and other violations as stipulated by rules and regulations; Patrols assigned areas such as parking lots and specific sections of town; Chalk tires in un-metered areas and recheck to ticket overtime violators; applies automobile immobilization device to vehicles as assigned.

Examine and report on all observed malfunctioning meters and signs requiring repair or maintenance; may attend hearings when violators disputes ticketing.

Issues Town Bylaw violation tickets for un-shoveled sidewalks; Issues Town Bylaw violation tickets for bicycle and skateboard violations in the downtown business area; Issue Town Bylaw violations tickets for U-Turn violations on Main Street; Issue Town Bylaw violation tickets to homeowners who fail to display a visible house number, any other such violation tickets as assigned.

Makes periodical Triad visits to a small group of senior citizens not covered by the Sheriffs Triad Department; attend monthly meetings of both the Triad Program and S.A.L.T. Council.

Upgrade the emergency and alarm information gathered from local businesses needed for police computer database; if severe weather conditions, may be required to assist in data entry or clerical work as an indoor alternative.

Take photographs to create and maintain a photographic database for the Building Inspectors Office to be used as evidence for sign bylaw violations.

**Minimum Qualifications:**

**Education and Experience:** High School diploma or equivalent; one year of clerical experience and experience in interacting with a diverse general public; or any equivalent combination of education and experience that enables performance of all aspects of the position.


**Knowledge, Ability and Skill:** Knowledge of general parking law enforcement objectives; knowledge of general parking practices and procedures; familiarity with Massachusetts General Laws and Town By-laws, rules, or regulations concerning parking enforcement or other enforcement duties as assigned. Skill in dealing with a diverse general public courteously, tactfully and fairly; Ability to communicate effectively, clearly and precisely either orally or in writing. Learn job-related materials primarily through oral instruction, reading and interpreting statutes or by-laws. Ability to understand and follow oral and written instructions; ability to operate a variety of office equipment and hand-held ticketing equipment.

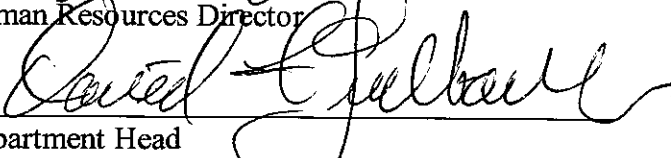
**Physical Requirements:** Light to moderate physical effort required from time to time to perform manual tasks on-site and possibly under adverse weather conditions. Normal working day may involve walking, standing, sitting, with moderate to frequent body movements such as reaching, bending, twisting, grasping, pulling and pushing. Good vision required for equipment reading and ability to perform close vision, distance vision, peripheral vision, color vision and the ability to adjust focus. Hearing ability to operate two-way police radio. Ability to use computer keyboard and read instructions under standard office conditions. Ability to move immobilization device weighing 50 pounds for distances of more than 20 feet. Individual must be physically capable of operating motor vehicles safely.

**Special Requirements:** May require use of town vehicles; must possess valid driver's license or ability to obtain one; have an acceptable driving record and be insurable under town's policy.

*(This job description does not constitute an employment agreement between the employer and employee. It is used as guide for personnel actions and is subject to change by the employer, in accordance with collective bargaining requirements, as the needs of the employer and requirements of the job change.)*

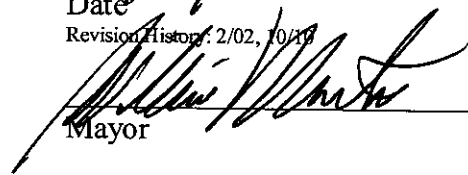
Approved:

  
\_\_\_\_\_  
Human Resources Director

  
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Department Head

[ UE 'C' Unit Chair Review: egr ]

02/08/11  
\_\_\_\_\_  
Date  
Revision History: 2/02, 10/10

  
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Mayor