



City of Plymouth
201 S Main
Plymouth, MI 48170
<http://www.plymouthmi.gov>



POSITION DESCRIPTION

Title: **Parking Enforcement Officer**
Department: Police Department
Salary: \$16.00 - \$17.50/ hour (depending upon qualifications)
Hours: Approximately 18 - 24 hours per week.
Hours including mid-day, evening and weekend shifts

GENERAL PURPOSE

Performs a variety of specialized parking enforcement and public contact work in enforcing codes and ordinances governing parking and assisting the public by providing information about parking locations and regulations.

SUPERVISION RECEIVED:

Works under the close supervision of the Director of Public Safety or his designee.

SUPERVISION EXERCISED

None.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Monitors the flow of vehicles in timed parking areas; issues citations for parking violations such as overtime parking, illegal parking in handicap, truck, bus and fire hydrant zones, double-parking, parking on the wrong side of the street and related violations.

Monitors and enforces the responsibility of construction sites to provide and maintain safe walk areas for pedestrians.

Reports and monitors dangerous road and sidewalk conditions; monitors traffic signals and signs; and reports any malfunctions.

Identifies and records information on possible abandoned or stolen vehicles, and reports same to proper authorities.

Monitors safety of children, pets and parked cars in assigned enforcement area.

Assists citizens with such matters as locked or stalled vehicles, traffic safety, traffic direction, etc.

Operates a two-way radio to check registrations, report stolen vehicles, request assistance in emergency situations and relay information regarding

work situations and suspicious activity. Dispatches information to officers in the field, as needed. Receives requests from officers on call for special or specific information; follows up with appropriate information and relays the same back to the officer.

Answers a variety of questions from the public regarding parking regulations, parking facilities, location of public facilities, points of interest, and other public information.

PERIPHERAL DUTIES

Other duties as assigned.

DESIRED MINIMUM QUALIFICATIONS

General:

- (A) Must be 18 years or older at the time of employment;
- (B) Must possess, or be able to obtain by time of hire, a valid Michigan driver's license without record of suspension or revocation.
- (C) No felony convictions or disqualifying criminal histories including 93 day misdemeanors;
- (D) Must be able to speak, read and write the English language

Education and Experience:

- (A) High school diploma or GED equivalent;
- (B) One year of general office, communications, or public contact work, or
- (C) An equivalent combination of education and experience.

Necessary Knowledge, Skills and Abilities:

- (A) Some knowledge of modern parking enforcement principles, procedures, techniques, and equipment;
- (B) Some skill in the operation of most of the tools and equipment listed below.
- (C) Ability to learn the applicable laws, ordinances, and department rules and regulations;
- (D) Ability to analyze situations accurately and adopt a effective course of action; Ability to interpret, apply and explain codes, rules, regulations, policies and procedures using tact, patience and courtesy;
- (E) Ability to maintain accurate records;
- (F) Ability to communicate effectively; Ability to establish and maintain effective working relationships with peers, supervisors and the public;
- (G) Ability to follow verbal and written instructions;
- (H) Ability to learn the City's geography.

TOOLS AND EQUIPMENT USED

Police radio, phone, traffic marking equipment, electronic ticketing device, flagging equipment, first aid equipment.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to walk, stand and talk or hear. The employee is frequently required to use hands to finger, handle, or operate objects, tools, or controls; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl. The employee is occasionally required to sit.

The employee must occasionally lift and/or move more than 50 pounds.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics 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.

While performing the duties of this job, the employee frequently works in outside weather conditions and is exposed to wet and/or humid conditions, fumes or airborne particles, cold and heat. The employee occasionally works near moving mechanical parts.

The noise level in the work environment is usually moderate to noisy.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview; background and reference check; job related tests may be required. Employee will be required to complete and pass a physical exam to include drug screening.

The duties listed above are intended only as illustrations of the various types of work that may be 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.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.