



Medford

Medford City Hall
85 George P. Hassett Drive
Medford, MA 02155
Human Resources, Room 204
HR: 781-475-5640

POSITION: Parking Control Specialist

DEPARTMENT: Parking

HOURS OF WORK: Full-time (35 hours/weekly) Monday – Saturday

SALARY: \$917.27 - \$1,006.85 (FLSA-Non-Exempt)(Union)

BASIC FUNCTION: Parking Control Specialist enforces the City's law and ordinances related to parking. She/he must establish and maintain working relationships with businesses, residents and visitors to the City. Position is responsible for monitoring City parking lots, parking meters and streets and issuing citations on improperly or illegally parked vehicles. Parking Control Specialists maintain records of all issued citations and respond to parking concerns professionally as non-law enforcement ambassador of the City.

SUPERVISION: Works under the direct supervision of Parking Director and the working Foreperson Control Specialists.

RESPONSIBILITIES:

- Patrols assigned route(s) for parking infractions.
- Issues parking meter violations throughout the City.
- Operated handheld computer, radio and other equipment required to successfully complete Control Specialist duties.
- Issues citations for park infractions such as too close to corner, stop signs, and fire hydrants, fire lane, accessible parking, obstructing traffic and other related parking regulations.
- Monitors timed parking and permit parking areas of the City.
- Acts as City Ambassador by providing directions and similar assistance to residents and the general public.
- Responds to resident's questions, parking complaints/issues and works to diffuse situations tension in a courteous and timely manner.
- Informs Medford Police Department of any abandoned vehicles, accidents or crimes in progress.
- Reports faulty meters and other related maintenance needs to Foreperson or Parking Director.



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- Reports concerns of parking community including residents, business owners promptly to Foreperson or Parking Director.
- Ensure that issues paper tickets comply with ordinances.
- Keeps management accurately and timely informed of community concerns related to parking enforcement.
- Maintains working knowledge of city's parking regulations.
- Maintains working knowledge of the city's parking enforcement infrastructure.
- Performs other duties as assigned.

EDUCATION & EXPERIENCE:

High School diploma or GED. Minimum of at least one year of experience working with parking meter collection and repair. Valid class B Massachusetts Commercial Driver's License (CDL) Class A preferred. Valid Massachusetts Driver's License.

KNOWLEDGE, SKILLS & ABILITIES:

Add and subtract two-digit numbers and to multiply and divide with 10's and 100's. Customer service and communication skills. Ability to perform basic mathematical operations using units of American money and weight measurement, volume, time and distance.

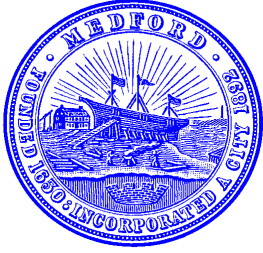
PHYSICAL REQUIREMENT:

While performing the duties of this position, an employee is regularly required to sit, talk or hear, in person and by telephone, use hands to finger, handle, feel or operate standard office equipment, (such as calculators, copiers, typewriters, fax and personal computers) and reach with hands and arms. Moderate physical effort required when conducting field duties under typical conditions. Vision and hearing at or correctable to normal ranges.

WORK ENVIRONMENT:

Standard outdoor environment. The noise level in the work environment is usually low to moderate. Outside field work is conducted under varying weather conditions with exposure to some occupational risk.

ADDRESS ALL COVER LETTERS AND RESUMES TO
Human Resources Department
City of Medford – Room 204
85 George P. Hassett Drive



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**Or send cover letter and resume with the job title in the subject line to
jobs@medford-ma.gov**

For the posting please visit the City of Medford's website – www.medfordma.org

**The City of Medford is an Equal Opportunity/Affirmative Action/504 Employer Residents of the
City of Medford, Women, People of Color, Veterans and Persons with Disabilities are
encouraged to apply.**