

# Medford

Medford City Hall  
85 George P. Hassett Drive  
Human Resources Department, Room 204  
HR: 781-475-5640 - Fax: 781-393-9489

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<b><u>POSITION:</u></b>	<b><u>Parking Control Specialist</u></b>	<b>#J2025 – 0026 Posted 4/1/25</b>
<b><u>DEPARTMENT:</u></b>	Parking Department	<b>Posting Removal: 4/15/25</b>
<b><u>HOURS OF WORK:</u></b>	Full-time (35 hours/weekly) Tuesday through Saturday 8:00 AM to 4:00 PM.	
<b><u>SALARY:</u></b>	<b>Union CAF-3 (\$990.22 - \$1,086.91/week)</b>	

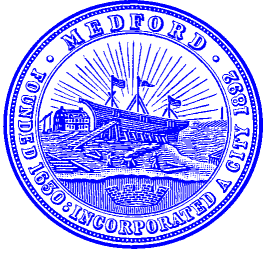
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**BASIC FUNCTION:** The Parking Control Specialist enforces the City's laws and ordinances related to parking. They must establish and maintain working relationships with businesses, residents, and visitors to the City. The position is responsible for monitoring City parking lots, parking meters, and streets and issuing citations for improper or illegally parked vehicles. Parking Control Specialists maintain records of all issued citations and respond to parking concerns professionally as non-law enforcement ambassadors of the City.

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

**RESPONSIBILITIES:**

- Patrols assigned route(s) for parking infractions.
- Issues parking meter violations throughout the City.
- Operates handheld equipment, radio, and other equipment required to complete Control Specialist duties.
- Issues citations for parking infractions such as being too close to corners, stop signs, fire hydrants, fire lanes, 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.
- Respond to residents' questions and parking complaints/issues and work to diffuse tense situations in a courteous and timely manner.
- Inform the Medford Police Department of any abandoned vehicles, accidents, or crimes in progress.
- Report faulty meters and other related maintenance needs to the Foreperson or Parking Director.
- Reports concerns of the parking community, including residents, and business owners promptly to the Foreperson or Parking Director.
- Ensures that issued paper tickets comply with ordinances.
- Keeps management accurately and timely informed of community concerns related to parking enforcement.
- Maintains working knowledge of the City's parking regulations.
- Maintains working knowledge of the City's parking enforcement infrastructure.
- Performs other duties as assigned.



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## **EDUCATION & EXPERIENCE:**

### **Minimum:**

- High School diploma or GED.

### **Preferred:**

- Valid Massachusetts Driver's License.

## **KNOWLEDGE/SKILLS/ABILITIES:**

- Add and subtract two-digit numbers and 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, and use hands to finger, handle, feel, or operate standard office equipment (such as calculators, copiers, fax, and personal computers) and reach with hands and arms. Moderate physical effort is 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 typically 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  
Medford, MA 02155**

**Or send a cover letter and resume with the job title in the subject line to [jobs@medford-ma.gov](mailto:jobs@medford-ma.gov)**

**For the posting, please visit the City of Medford's website – [www.medfordma.org](http://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.**