

THE CITY OF JACKSON IS CURRENTLY ACCEPTING APPLICATIONS FOR THE FOLLOWING FULL-TIME EMPLOYMENT OPPORTUNITY: **ENGINEERING ASSISTANT/PARKING MANAGER - EXTERNAL**

General Summary: Under the direction of the City Engineer, manages the City's parking system, including on street, lots and ramps. Responsible for developing and implementing parking permit sales policy, supervising parking enforcement workers, maintenance of parking facilities and maintaining data a preparing reports related to the parking system. Responsible to undertake traffic engineering studies, to consult with and advise City departments and the general public on traffic engineering matters, and to provide traffic engineering assistance on other City projects and activities. This position involves extensive public contact with individuals and organized groups, in addition to extensive contacts with other City employees. Assists engineering staff with projects that are not related to parking or traffic, as needed.

Physical Demands: While performing the duties of this job, the employee is frequently required to stand, walk, sit, use hands and fingers, talk and hear. The employee must be able to squat, stoop or kneel. The employee will occasionally lift and/or move up to 30 pounds of materials. Specific vision abilities required by this job include distance vision, close vision, peripheral vision depth perception, and the ability to adjust focus. While performing the duties of this job, the employee regularly works both indoors and outdoors, and regularly travels between work sites in a motor vehicle. The employee may work near moving mechanical equipment. The noise level in the work environment is usually quiet or moderate.

Eligibility Requirements: Equivalent of an Associate's degree in business, management, civil engineering, civil engineering technology or public administration plus at least five (5) years of relevant work experience, including supervision public relations, parking systems, civil or traffic engineering responsibilities, budget development and report writing. Applicant must have knowledge of the Michigan Vehicle Code and the Michigan Manual of Traffic Control Devices, as they pertain to parking and traffic engineering and be able to interpret and apply them. Applicants must possess proficient oral and written communication skills and ability to use technology to perform data analysis and produce job-related reports. Preference may be given to applicants who have experience in parking facility development and maintenance. Applicants must possess a valid Michigan driver's license and have good driving record.

Grade 9/Salary \$44,971 – \$62,913

Benefit Package, including:

- Paid vacation, sick leave, personal days and holidays
- Medical, dental, vision, and life insurance
- Pension program
- Deferred compensation plan (457)
- Healthcare savings plan.

Date Posted: August 1, 2017

Application Deadline: August 31, 2017 at 5:00PM

To Apply:

- Job applications can be obtained from the Human Resources Division or downloaded from www.cityofjackson.org
- A resume must accompany the completed job application.
- Job applications will be accepted in-person, fax, email: apply@cityofjackson.org, or by mail at:

City of Jackson
Human Resources Division
161 W. Michigan Ave.
Jackson, MI 49201

**** EQUAL OPPORTUNITY EMPLOYER ****