

**THE CITY OF JACKSON IS CURRENTLY ACCEPTING APPLICATIONS FOR THE FOLLOWING FULL-TIME EMPLOYMENT OPPORTUNITY: **Parking Enforcement Worker (Part-time) - Engineering Division****

**General Summary:** Under the supervision of a higher level employee within the Engineering Division, performs a variety of duties designed to facilitate commerce and events in the downtown area. Patrols downtown parking areas, issues tickets for overtime parking and restricted parking ordinance violations, provides assistance to members of the public who wish to do business in the downtown, assists individuals with disabilities or other special needs to participate in downtown commerce and events.

**Hours of Work:** This is a part-time position, with regular hours scheduled during the business day, generally not to exceed 20-26 hours per week. Employees may be asked to assist occasionally with a weekend or evening event.

**Typical Duties:**

Patrols downtown parking areas, generally on foot. Issues tickets for overtime and restricted parking ordinance violations. The primary purposes of parking ordinance enforcement for these employees is to encourage turnover in parking lots, ensure access to handicap parking spaces, and discourage parking in areas deemed unsafe.

Inspects conditions in downtown parking areas, and reports maintenance and safety concerns. Reports other problems observed in downtown areas to appropriate departments or agencies.

Assists visitors in the downtown area with directions, event information, and provide locations of parking areas designed for extended use.

Assist persons with disabilities to gain access to downtown businesses and events.

Performs other public relations activities that may benefit downtown businesses and activities, as assigned.

Prepares reports on daily activities and other responsibilities, as assigned.

May be required to drive a motorized vehicle in the performance of duties.

Performs other duties as assigned.

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. Such statements are descriptive and explanatory but not restrictive. They are not to be construed as an exhaustive list of all job duties performed by personnel so

classified. The listing of examples of duties does not preclude the assignment of other tasks of related kind or character or of lesser skills.

**Physical Demands & Work Environment:** 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 stand, walk, use hands and fingers, talk and hear. The employee must be able to carry and use a hand-held computer and/or ticket book. The employee is frequently required to reach with hands and arms. The employee is occasionally required to sit. Specific vision abilities required by this job include close vision, peripheral vision, depth perception, color vision and the ability to adjust focus. While performing the duties of this job, the employee regularly works outdoors (including inclement weather), and will occasionally work indoors. The noise level in the work environment is usually moderate, and occasionally loud.

**Minimum Qualifications and/or Requirements:** High school graduate or equivalent plus at least 6 months of successful public contact work; or equivalent combination of job related education and experience. Must possess and maintain a valid Michigan driver's license and a good driving record.

In addition to the above requirements, all City positions require: the ability to read, write, speak and understand the English language as necessary for their position; the ability to follow written and oral instructions; and the ability to get along with other employees and members of the public. City employees are also expected to possess and maintain a record of orderly law-abiding citizenship, sobriety, integrity and loyalty as it pertains to and reflects upon their employment with the City; and must be physically and mentally able to perform the essential duties of their position without excessive absences.

**Salary Schedule:** \$10.50 per hour. Regular hours expected to be 20-26 hour per week.

**Application Deadline:** Applications must be turned in no later than Friday, September 20, 2019 at 5:00 p.m.

**To Apply:** Applications can be obtained from the Human Resources Division or downloaded from [www.cityofjackson.org](http://www.cityofjackson.org). A resume must accompany the completed job application. Resumes will not be accepted without a completed City of Jackson application.

Applications and resumes may be directed to:

City of Jackson Human Resources Division,

161 W. Michigan Ave., 6<sup>th</sup> Floor,

Jackson, MI 49201

Fax: (517) 788-4404

Email: [apply@cityofjackson.org](mailto:apply@cityofjackson.org)

(The City of Jackson does not discriminate on the basis of religion, race, color, national origin, age, sex, height, weight, handicapped or marital status as to: access, availability, employment, or participation in any of its programs and activities).