



4. Have you ever been convicted of any criminal offense? \_\_\_\_\_  
(If "yes" place in #8, "Any other Information" below)

5. This position requires the ability to record and organize field notes.  
Please list any experience and skills in this field:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

6. This position requires good interpersonal skills and the ability to remain  
courteous and professional when dealing with contentious people. Please  
list any experience working in this type of atmosphere.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

7. This position requires a high level of personal integrity, trust, and personal  
accountability. Please list any positions you have held with similar  
responsibilities:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

8. Any other information or experience relevant to this position:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I certify that the information contained in this application is true and correct. I  
understand that filing false or misleading information will disqualify me from  
the position of Parking Services Technical, or if hired, may be the basis of  
termination. Any breach of confidentiality is cause for termination in addition  
to any civil or criminal penalties.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Received at MPD: \_\_\_\_\_

Middlebury Police Department  
Middlebury VT

**Position:**            **PARKING SERVICES TECHNICIAN**

**Classification:**    **Part-time, Seasonal Work**

**Rate of Pay:**        **\$17.00/Hour**

**Fringe Benefits:**   **None**

**Summary of Duties and Responsibilities:**

Works under the general supervision of the Chief of Police. Carries out duties necessary to ensure parking accessibility and compliance with downtown parking ordinances

- Patrol downtown business district, in uniform, to deter parking violations on town streets and in town parking lots; identify vehicles parked in violation of the ordinance.
- Monitor time restricted parking areas for compliance
- Issue tickets or warnings to violators
- Provide directions and general information on the Middlebury area on request
- Attend training sessions as may be required
- Assist police with traffic control
- Collect data for parking surveys
- Provide reports or testimony as required for parking ticket appeals
- Develop and employ strategies that improve accessibility for parking downtown
- Perform other duties as related to parking compliance as may be assigned by the police chief.

## **Essential Job Tasks**

- Move about the downtown area on sidewalks, grades, crosswalks, streets, parking lots to monitor and enforce on and off-street parking.
- Employ sufficient personal mobility and dexterity to maneuver between and around parked vehicles.
- Make a written record of parked vehicles, record specific time and location of violations
- Perform manual (hand) traffic control
- Carry up to ten (10) pounds of equipment and supplies required to perform the tasks and duties.
- Complete and issue warning and violation notices (parking tickets); affix notices to vehicles.
- Listen to and speak with the public, provide information on request. Fluency in English is required.
- Work for several hours at a time in an outdoor environment.

## **Minimum Qualifications:**

- Not less than 18 years of age
- Possess high school diploma or G.E.D
- Good communication skills
- Non-user of tobacco products
- Ability to communicate and remain composed in stressful situations

*Notice: A pre-employment background investigation is conducted on candidates for this position to verify application data and to validate the skills and integrity of the candidate as it relates to qualification for this position.*