

**Middlebury Police Department
Middlebury, Vermont**

Position: **PARKING SERVICES**

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

Rate of Pay: **Hourly \$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 parking accessibility and ensure compliance with downtown parking ordinances

Specific Duties and Responsibilities:

- 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
- 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.

The Town of Middlebury is an equal opportunity employer.