**TITLE:** **PARKING SUPERVISOR**
**LEVEL:** **GRADE 4 $12.58hr - $17.66/hr**
**DEPARTMENT:** **TRAFFIC COMMISSION**

**FUNCTION:** Enforces parking regulations and restrictions.

**SUPERVISION RECEIVED:** Works under the supervision of the Executive Secretary of the Traffic Commission.

**SUPERVISION EXERCISED:** None.

**RESPONSIBILITIES:** Receives daily assignments, which determine assigned area of responsibilities. Obtains information from the supervisor, or designee, requiring special attention.

Patrols particular assigned areas at the supervisor's discretion. Check for any and all parking violations, including, but not limited to: expired meters, parking abusers, expired stickers/registration plates, "No Parking" areas, loading zones, time zones, fire hydrants, driveways, handicap parking and handicap ramps.

**MINIMUM QUALIFICATIONS:** High school graduate or GED equivalent. Ability to read and write English. Ability to reference codes for specific violations.

**SPECIAL REQUIREMENTS:** Possession of valid Massachusetts driver's license with a good driving record. Operates a motor vehicle on a regular basis and subject to drug/alcohol testing. Mandatory CORI (Criminal Offender Record Investigation) background check per City Council Ordinance effective May 14, 2013.

**TOOLS AND EQUIPMENT USED:** Radio, meters, chalk-wand, electronic ticket machine/printer, ticket violations booklet, automobile.

**PHYSICAL DEMANDS:** 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 tasks.

Work is performed mostly outside. Hand/eye coordination is necessary to operate electronic equipment and various other pieces of equipment.

While performing the duties of this job, the employee is frequently required to talk or hear; stand; use hands to finger, handle, feel or operate objects, tools, or controls; reach with hands and arms; and bend over from a standing position. The employee is required to stand and walk on a daily basis.

The employee must occasionally lift and/or move up to ten (10) pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth

perception and the ability to adjust focus.

**WORKING ENVIRONMENT:** The work environment characteristics described here are representative of those that an employee encounters while performing 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 almost always works in outside weather conditions. The employee is sometimes exposed to cold, wet, and/or humid conditions or airborne particles, thus requiring the proper dress attire. The noise level is moderate to loud in the field.

**SELECTION GUIDELINES:** Formal application; rating of education and experience; oral interview; reference check; and job-related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and the employee, and is subject to change by the employer as the needs of the employer and the requirements of the job change.

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Signature Date