HUMAN RESOURCES DEPARTMENT
City of Burlington
200 Church Street, Suite 102, Burlington, VT 05401
Voice (802) 865-7145
Fax (802) 864-1777
Vermont Relay: Call 711 or 800-253-0191

PARKING ENFORCEMENT OFFICER

Police Department

POSTING DATE: October 19, 2015
DEADLINE TO APPLY: November 2, 2015
RATE OF PAY: $15.53/hr
POSITION STATUS: Regular FT
EXEMPT/NON-EXEMPT: Non-Exempt
CLASSIFICATION GRADE: 10
UNION: AFSCME
APPLICATIONS CANNOT BE ACCEPTED AFTER THE DEADLINE DATE

This position is responsible for enforcing parking regulations in the City of Burlington by issuing tickets and towing illegally parked vehicles**.** Additionally, this position responds to inquiries from the community regarding parking information and other City services.

Essential Job Functions:

- Walk assigned area routes and identify expired parking meters during set business hours and issue tickets for meter violations.
- During parking bans work with towing vendors and other city departments to ensure expeditious and effective street sweeping and plowing operations.
- Identify, issue tickets and tow vehicles parked in posted prohibited area zones, i.e. truck loading, handicapped, no parking, etc.
- Identify, issue tickets and tow vehicles for City ordinance parking violations, i.e., blocked intersections, fire hydrants, crosswalks, driveways, etc.
- Identify and tow vehicles from the Parking Unit's Scofflaw list.
- Collect record and return cash-money for payment of Scofflaw fines.
- Respond to questions and inquiries from the general public, and provide information regarding parking regulations, procedures, directions and other City services in a professional manner.
- Complete all forms and logs in accordance with Department policies and procedures.
- Maintain accurate records of all work activities including but not limited to tickets issued, vehicles impounded.
- Relay complaints received including but not limited to; missing signs, dead animals, broken traffic control signals, traffic accidents and medical calls to Department clerical staff.
- Act as administrative support for Department Parking Tickets Clerical staff.
- Make daily deposits to Clerk Treasure's office of all payments received such as but not limited to; parking fines, Scofflaw fines, mail deliveries and permits.
- Collect daily payments from towing vendor for parking enforcement office.
- Identify abandoned and or un-register vehicles and follow departmental procedures to have vehicles removed.
- Respond to subpoena to testify in court as needed.
- Conduct Vehicle Inspection Number Certifications as needed.
- Follow direction of all Police Supervisors.
- Provide regular and support assistance to police offices as requested

Qualifications/Basic Job Requirements:

- High School Diploma or equivalent.
- Valid Vermont State Driver's License.
- Must have no prior felony or serious misdemeanor convictions.
- Must successfully pass written examination, oral board interview, and background investigation.
- Must be able to walk and remain standing for long periods of time, (7-12 hours per day.) Ability to hold and operate two-way radio.
- Ability to work in all weather conditions.
- Ability to work evenings, overnight, holidays and weekends.
- Ability to maintain a valid Vermont State Driver's License.
- Ability to exercise judgment with regard to the interpretation of City ordinance including but not limited to, parking regulations.
- Ability to communicate effectively both verbally and in writing.
- Ability to actively support City diversity, equity, and cultural competency efforts within stated job responsibilities and work effectively across diverse cultures and constituencies.
- Demonstrated commitment to diversity, equity and inclusion as evidenced by ongoing trainings and professional development.
- Regular attendance is necessary and is essential to meeting the expectations of the job functions.
- Ability to understand and comply with City standards, safety rules and personnel policies.
- Ability to interact with co-workers and public in a professional and courteous manner.
- Ability to deal with stressful and confrontational customers in a professional manner.

The City of Burlington does not discriminate on the basis of race, color, national origin, sex, sexual orientation, religion, age, or disability in employment or the provision of services. Please submit a cover letter, resume, City of Burlington application and Civilian PHI to: Human Resources Department, 179 South Winooski Avenue, Burlington, Vermont 05401. Available in alternative formats for persons with disabilities. For disability access information, or to request an application, contact Human Resources at (802)865-7145.

Visit our Web site: www.burlingtonvt.gov/hr

WOMEN, MINORITIES AND PERSONS WITH DISABILITIES ARE HIGHLY ENCOURAGED TO APPLY.
EOE