



PARKING ENFORCEMENT OFFICER
POLICE DEPARTMENT | PARKING ENFORCEMENT DIVISION
PART-TIME; NON-EXEMPT
\$15.43 - \$17.89 PER HOUR
OPEN UNTIL FILLED

To apply for this opportunity, complete an *Employment Application for Police Department Jobs* at:
<https://www.bayharborislands-fl.gov/DocumentCenter/View/1861/Employment-Application-for-Police-Department-Jobs-pdf>

POSITION SUMMARY:

The Town of Bay Harbor Islands is looking for a responsible worker in the enforcement of parking regulations in the Town's Parking Department.

JOB FUNCTIONS:

- Watches for parking violations, including overtime, improper/restricted parking, invalid license plate or invalid parking permits, expired sticker, expired lot permits, and to issue parking summonses to offenders.
- Ability to direct traffic.
- Assists the general public by giving directions and answering questions based on knowledge of the Town and surrounding areas.
- Responds to parking complaint calls from the Police Departments and the general public.
- Directs traffic during emergencies and special events.
- Report broken meters, missing signage, and any situations which may be dangerous for follow-up by the appropriate Town department.
- Assists Fire Department and Police Department as needed at accident scenes.
- Seeks out, cites, and orders fir town court ordered scofflaw, abandoned vehicles, eyesore vehicles.
- Testifies in court when necessary and prepares documentation for Court.
- Completes paperwork and prepares clerical reports as required, and performs related work as required.
- Detect parking meter malfunctions and failures; and resolves problems.
- Physical capability *Must be able to lift more than 50lbs, if necessary*
- Bilingual A+

MINIMUM REQUIREMENTS:

The successful candidate must have:

- Certification as a Parking Enforcement Specialist in the State of Florida.
- Driver's License.
- High School Diploma
- Bilingual A+ but not necessary

KNOWLEDGE, SKILLS, AND ABILITIES:

- Ability to understand and carry out oral and written instructions.

- Ability to dispatch appropriate personnel and equipment using a handheld Police aided or other means controls the distribution of airtime relays and responds to requests and information from field personnel and transmits to proper officers.
- Ability to establish and maintain effective working relationships with other employees and the general public.
- Ability and willingness to use a vehicle.
- Ability to walk an enforcement route, and/or volunteer for bicycle enforcement routes.
- Willingness to do routine work.
- Ability to work under minimal supervision.
- Ability to remember detailed routes and procedures.
- Ability to establish and maintain effective working relationships with elected officials, coworkers, the press, the general public, and members of diverse cultural and linguistic backgrounds regardless of race, religion, age, sex, disability, political affiliation, gender identity, or sexual orientation.
- Ability to serve the public and fellow employees with honesty and integrity in full accord with the letter and spirit of all Town ethics and conflicts of interest policies.
- Ability to maintain regular and punctual attendance.
- Ability to report to work as directed during an emergency as an essential employee of the Town of Bay Harbor Islands.
- Ability to work flexible hours/days, weekends, and holidays.

PHYSICAL REQUIREMENTS:

- Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public using the telephone and personal contact.
- Physical capability to effectively use and operate various items of office related equipment, such as but not limited to- computer, calculator, copier, fax machine, and telephone.
- Must be able to stand for long periods of time. Walking, moving, climbing, carrying, bending, kneeling, possible crawling, reaching, handling, sitting, pushing, and pulling.
- Physical capability *Must be able to lift more than 50lbs if necessary*
- Depending on the functional area of assignment, tasks involve the regular and- at times- sustained performance of moderately physically demanding work, and may require occasional lifting, carrying, pushing and/or pulling of heavy objects or materials (up to 80lbs). Tasks that require moving objects of significant weight require the assistance of another person and/or use of proper techniques and moving equipment.

The successful candidate must be a team-player, able to work as part of a diverse group of technical/professional staff members; but who can also work independently with minimal supervision to meet deadlines and expectations. Must possess excellent social, interpersonal, written and verbal skills to effectively interact with the client, senior leadership, vendors, and fellow team members to provide quality information and support.

SUPERVISION RECEIVED:

General and specific assignments are received.

Work methods are prescribed in detail, and usually performed under little direct supervision.

SUPERVISION EXERCISED:

No supervision

ENVIRONMENTAL REQUIREMENTS:

Tasks are regularly performed outside with exposure to adverse environmental conditions (e.g., dirt, cold, rain, fumes).

SENSORY REQUIREMENTS:

Tasks require sound and visual perception and discrimination. Tasks require oral communications ability.

ADA STATEMENT: A qualified employee or applicant with a disability may be afforded a reasonable accommodation to perform the essential job functions of a position in compliance with the Americans with Disabilities Act.

DRUG-FREE WORKPLACE: Town of Bay Harbor Islands is a drug-free workplace in accordance with Federal and Florida Law. Must be able to pass a drug screening within 24-hours of conditional job offer.

E-VERIFY: This employer participates in E-Verify and will provide the federal government with your Form I-9 information to confirm that you are authorized to work in the U.S.

LEVEL 2 BACKGROUND: Must submit and pass a Level 2 background screening prior to date of hire.