



Job Title: Part Time - Parking Control Officer
Department: Parking Department
Hours: 19.5 hours per week. May include nights and weekends as needed.
Salary: \$24.12 - \$26.72 per hour + (10% Night Differential for certain shifts).

DESCRIPTION:

Under the supervisor of the Parking Director, the Parking Control Officer (PCO) is responsible for patrolling designated areas of the City of Revere and issues parking violations to motor vehicles by enforcing the parking ordinances of the City of Revere. The successful candidate will become increasingly knowledgeable of the parking regulations, procedures, and practices pertaining to parking enforcement and to carry out assignments with increasing autonomy and accountability.

ESSENTIAL FUNCTIONS:

- Patrol assigned areas primarily by vehicle, occasionally on foot, to ensure public compliance with parking ordinances.
- Issue violations or warnings for illegally parked motor vehicles using a handheld device.
- Maintain close communications with the Parking Clerk, Parking Control Officers, and the Police Department using a two-way radio or cell phone.
- Enforcement of overnight parking of commercial vehicles, resident permit parking, and any other violations of the parking ordinances.
- Respond to and make radio dispatch calls regarding parking violations and complaints.
- Identify vehicles in violation of parking ordinances, checking with the Parking Clerk or Traffic Division of the Revere Police Department when necessary to determine whether vehicles need to be ticketed or towed.
- Observe and report to the Parking Clerk parking meters that need to be repaired and missing signage in relation to parking ordinances.
- Maintain assigned equipment and supplies such as the handheld parking violation device, parking violation printer, and corresponding charging stations.
- When approached, answer the public's questions regarding parking regulations in a courteous and professional manner.
- Safely operate a City vehicle when assigned for duties.
- Performs other related duties as required.

QUALIFICATIONS:

- High school diploma or equivalent required.
- Must possess and maintain a valid Massachusetts driver's license.
- Must have a clean driving record documented by the RMV.
- Must be able to pass a background check and drug screen.
- Ability to speak Spanish, Arabic or Portuguese preferred.
- Revere residency preferred.

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.

While performing the duties of this job, the employee is regularly required to use hands, fingers, required to lift boxes less than 25lbs. The employee is required to stand, walk, and occasionally run short distances. Specific vision abilities required by this job include close vision, distance and peripheral vision, depth perception, and the ability to adjust focus.

KNOWLEDGE, ABILITY, AND SKILLS:**Knowledge:**

- Knowledge of all parking ordinances of the City of Revere and policies and procedures of the Office of the Parking Clerk.
- Knowledge of the City's geography and street locations.
- Knowledge of Windows operating systems as well as common commonly used software such as the Microsoft Office suite of products including but not limited to Microsoft Word, Excel and PowerPoint.
- Knowledge of computer applications and use of the Internet, including printer use, and various browsers including Google Chrome as well as cloud software such as Google apps, Dropbox, etc.

Abilities:

- Ability to learn new skills easily including new computer software.
- Ability to work effectively and accurately under pressure in a fast-paced environment.
- Ability to use office equipment such as telephones, copiers, scanners, fax machines, and printers, including basic troubleshooting.
- Ability to communicate effectively both verbally and in writing.
- Ability to work collaboratively with diverse teams, as well as establish and maintain effective working relationships with co-workers, patrons, community organizations, and other stakeholders.
- Ability to be customer-focused, friendly, able to handle situations with discretion and tact, takes initiative, is resourceful, and practices good judgment, both individually and as part of a team.
- Ability to adapt to change without impacting productivity.
- Ability to represent the City of Revere in a professional and courteous manner while performing parking enforcement duties.

Skills:

- Skilled at developing and maintaining interpersonal relationships.
- Strong verbal and written communication skills.
- Possesses strong time management and organizational skills.

PHYSICAL ENVIRONMENT:

Work is performed primarily outside under solitary conditions during the overnight shift, including inclement weather (including but not limited to rain, snow, sleet, and heat) and subject to exhaust fumes, dust, pollen and other air quality issues typical of a densely populated community. Contact with the Police Department will be available using a two-way radio. PCO may interact with the public. Communication with the public requires considerable patience, courtesy, and discretion in an impartial manner. Must occasionally work near moving and heavy traffic. Work frequently involves dealing with

difficult people in high pressure and or conflict situations. The work environment characteristics described herein are representative of those that an employee encounters while performing the essential functions of this job.

DISCLAIMER:

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of the person so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time as needed.

EQUAL OPPORTUNITY EMPLOYER:

The City of Revere is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability or protected veteran status, or any other legally protected basis, in accordance with applicable law.

Interested candidates should apply online at www.revere.org/jobs. Please submit a resume, cover letter and salary requirements with your application.