



Flint Downtown Development Authority

PARKING ENFORCEMENT OFFICER: JOB DESCRIPTION:

GENERAL DESCRIPTION:

Operates Parking ordinance enforcement vehicle to patrol public streets, City-owned parking lots, parking meters, structures, commercial parking areas, enforcing parking ordinances, and responding to related parking complaints. This position is also responsible for daily enforcement of the public service day parking ordinance, City code, and ECT. This is limited authority enforcement work under the general supervision of the Ordinance Enforcement Coordinator; however, this Parking Enforcement Officer is expected to exercise independent judgment and initiative.

KNOWLEDGE, SKILLS AND ABILITIES:

- Demonstrate personal character, temperament and judgment to effectively respond to parking complaints.
- Ability to operate city vehicle in a safe and prudent manner obeying all traffic laws and general orders.
- Ability to follow verbal and written instructions and to learn assigned tasks, and procedures readily.
- Strong verbal skills and the ability to communicate with a diverse public in a respectful and professional manner.
- Ability to effectively operate computers both in the ordinance enforcement vehicle and in the station.
- Ability to prepare written and computer reports and records.
- Ability to make regular rounds on foot or by vehicle, depending on the assignment.
- Ability to withstand and endure adverse weather conditions depending on the assignment.
- Ability to learn City streets, locations of businesses, and be able to provide directions to the public.
- Demonstrates regular and predictable attendance.
- Knowing how to use the MPS Parking websites, Mobile app and Handheld.
- Answering the phones and voicemails
- Taking payments. Stamping paid, dating and initialed
- Ability to train others on daily functions.
- Uniform must be worn daily.
- Dismissed tickets to be put in the system.
- Email any issues that happen with the meters or street issues.



- Handling disputed tickets.
- Empty Coin Boxes
- Help sort and count change from the meter also, taking deposits to the bank

REQUIREMENTS:

- Must have a valid Michigan Driver's License with an excellent driving record.
- Must be able to read, write and communicate effectively in English language to write concise reports.
- Minimum of a high-school diploma or G.E.D. equivalent.
- Must be able to make rounds on foot or by vehicle
- Prior law enforcement, inspection or security-related public contact experience.

NECESSARY SPECIAL QUALIFICATIONS:

- Must satisfactorily complete criminal history, background and fingerprinting check, and post-job-offer City-provided medical examination