



DEPARTMENT OF

FIELD OPERATIONS

Parking Enforcement Officer

Salary: \$31,543 - \$34,749 DOQ

Type: Non-exempt

Benefits: Full

Closing Date: Open until filled.

About Field Operations

The Department of Field Operations is comprised of nine teams and 50+ full time employees. These teams include Events, Fleet, Marina, Parking, Parks, Sanitations, Signals and Lighting, Special Projects, and Streets. Commonly known as Public Works in many jurisdictions, this department is tasked with ensuring Salisbury is welcoming and inviting to residents and visitors alike.

Profile

Under the general supervision of the assigned Supervisor, this position performs routine patrol of the downtown business area, issuing parking violation citations to vehicles parked in violation of City parking regulations; performs other duties as assigned.

Preferred Education

High School Diploma or G.E.D.

Preferred Experience

1 year of experience in parking enforcement; or equivalent training, education and/or experience.

Requirements/Certifications

Valid State of Maryland Driver's License.

How to Apply

1 Visit salisbury.md/apply

2 Submit City application, cover letter, and resume

Studies have shown that women and people of color are less likely to apply for jobs unless they believe they can perform every job description task. We are most interested in finding the best candidate for the job, and that candidate may come from a less traditional background. The City may consider an equivalent combination of knowledge, skills, education, and experience to meet minimum qualifications. If you are interested in applying, we encourage you to think broadly about your background and skill set for the role.

City of Salisbury

Classification Description

Classification Title: Parking Enforcement Officer
Department: Parking Authority
Date: 9/6/13 (04/21/2022)

Pay Grade: 3
FLSA Status: NE

General Statement of Job

Under the general supervision of the assigned supervisor, performs routine patrol of the downtown business area, issuing parking violation citations to vehicles parked in violation of City parking regulations; performs other duties as assigned.

Specific Duties and Responsibilities

Essential Functions:

1. Issues parking violation citations to vehicles parked at expired meters, in municipal permit parking lots without a permit, and with expired permits and/or improper permits;
2. Reports all parking meters believed to be malfunctioning;
3. Appears in court to give testimony;
4. Inspects meters for alleged malfunctions when directed to do so;
5. Remains alert for abandoned vehicles; checks for stolen status on suspect vehicles;
6. Uses scofflaw hit list of wanted vehicles to contact Salisbury Police Department for vehicles found on the list;
7. Communicates with the public concerning parking and referred to them to Parking Supervisor;
8. Promotes good community relations by being friendly, courteous, tactful and helpful to the public encountered on the street;
9. Completes all forms and reports as designated by Supervisor;
10. Provides staff support to the purchasing and parking office as needed;
11. Keeps informed on current department practices by attending workshops and educational programs or reading specialized literature; and
12. Performs other duties as assigned.

Required Education and Experience

1. High school diploma or G.E.D.
2. One year of experience in parking enforcement;
3. Or equivalent training, education, and/or experience; and
4. Valid State of Maryland Driver's license.

Required Knowledge, Skills and Abilities

1. Working knowledge of City policies and procedures;
2. Act as a representative of the City of Salisbury to the public;
3. Knowledge of City ordinances concerning parking regulations;
4. Knowledge of the function, installation and maintenance of parking equipment;
5. Effectively communicate with the public courteously and tactfully at all times;
6. Effectively communicate and maintain effective working relationships with other staff members and members of the public;
7. Effectively motivate and guide employees;
8. Effectively and efficiently prepare, organize and track operation and personnel records; and
9. Effectively prioritize and multitask with attention to detail.

Certificates, Licenses, Registrations, Skills:

N/A

Physical Requirements:

Work requires considerable physical effort in the handling of materials up to 40 pounds and/or continual standing or walking 80%+ of the time.

The work involves risks or discomforts which require special safety precautions, e.g., working in high traffic areas and observance of traffic signals when driving. May require working in adverse weather conditions.

The above job description is not intended as, nor should it be construed as, exhaustive of all responsibilities, skills, efforts, or working conditions associated with this job.

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job.

