



DEPARTMENT OF

FIELD OPERATIONS

Parking Enforcement Officer

Salary: \$19.00/Hour

Type: Part-Time

Benefits: None

Date Posted: 2/18/2025

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 direction of the Parking Supervisor, conducts routine patrols of the downtown business district to enforce parking regulations, issuing citations to vehicles found in violation of City Municipal Codes.

This position will be on a temporary basis to help assist with current enforcement needs, and there is no guaranteed number of hours. Approximate duration of this position will be now until June 2025.

Education

- High School Diploma

Experience

- Strong observational skills and the ability to interact professionally with the public, including handling disputes or complaints in a calm and respectful manner.
- Proficiency in using mobile applications and computer software preferred.

Requirements/Certifications

- Valid 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. Jobs will be posted for a minimum of 2 weeks.

City of Salisbury, MD

Classification Description

Classification: Parking Enforcement Officer

Grade: N/A

Department: Field Operations

FLSA Status: N/A

Date: 02/14/2025

Position Profile Under the direction of the Parking Supervisor, conducts routine patrols of the downtown business district to enforce parking regulations, issuing citations to vehicles found in violation of City Municipal Codes.

Duties and Responsibilities

Administrative Management/Task Completion: Patrol the downtown footprint to enforce parking regulations

- Issues parking violation citations to vehicles parked illegally, in municipal permit parking lots without a permit, and with expired permits and/or improper permits.
- Answers public inquiries for information about parking services.

Skills Proficiency/Technical Aptitude: Ability to monitor and evaluate problems and organizational performance in order to assess efficiency and effectiveness.

- Responsible for notifying customers regarding parking facility availability changes or other unusual parking disruptions.
- Assists customers in the use of automated access control equipment including ticket dispensers and entry/exit access card readers.
- Lift, position, and remove barricades, traffic cones and/or gate arms to either close or allow access to parking areas.
- Ability to use parking enforcement software to include handheld LPRs as well as vehicle mounted LPRs.

Leadership/Role Model: Ability to work with team members in a manner conducive to full performance and high morale.

- Ability to effectively communicate with others.
- Communicates with the public concerning parking and referred them to Parking Supervisor

Stewardship/Resources: Act as a representative of City of Salisbury to the public.

- Responds to inquiries and questions from customers and staff from other departments
- Maintain detailed and accurate records of all citations and enforcement actions.

Development/Professional Development: Participate in opportunities to earn or maintain professional credentials and certifications.

- Works on improving leadership skills by attending relevant meetings and trainings.

Performance Expectations

- **Communication:** Articulates thoughts and ideas clearly and effectively to exchange information. Listens to others and provides useful feedback.
- **Work Ethic:** Demonstrates personal accountability, effective work habits, integrity and ethical behavior.
- **Teamwork:** Works well as a part of a team through respectful and collaborative relationships with colleagues, customers, affiliates and stakeholder groups.
- **Problem Solving:** Improves, designs, refines, finds and invents criteria to combine in order to resolve problems. This combines creative and critical thinking.
- **Initiative:** Takes charge before others do and/or without being instructed.

Education and Experience

- High School Diploma
- Valid Driver's License

Physical Requirements

Work requires occasional physical effort in the handling of materials up to 50 pounds and/or standing or walking 75% ± of the time. The work involves risks or discomforts which require special safety precautions, e.g., working around moving parts, heavy equipment, vehicular traffic, machines, or chemical substances, etc. 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.