

NOTICE OF VACANCY

TITLE: Parking Meter Control
DEPARTMENT: Parking Garage
POSITION STATUS: Full-time, permanent position, AFSCME Local 1818
REPORTS TO: Parking Director or his or her designee
HOURS: Saturday – Wednesday: 10:00AM-6:00PM

SALARY: Step I
\$877.35

DUTIES:

Performs duties required for the enforcement of all parking rules and regulations of the City of Salem. Surveys assigned areas to identify illegally parked cars. Issues tickets to persons whose vehicles violate City parking ordinances. Notifies Police Headquarters of the location of abandoned or suspected stolen motor vehicles.

Reports the location of traffic meters not operating properly to the Parking Director. Performs other duties that may be assigned by the Parking Director or his designee that are not considered to be a Police function.

QUALIFICATIONS:

Must have some knowledge of City parking regulations, parking facility programs and operations. Ability to maintain accurate records. Ability to work outside in all kinds of weather. Ability to follow written and oral instructions. Ability to develop and maintain effective public relations with motorists.

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to walk and talk, and hear. The employee is frequently required to use hands to finger, handle, or feel objects, reach with hands and arms; stoop or crouch. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include distance, and peripheral vision.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee frequently works in outside weather conditions. The employee works in high, precarious places and is occasionally exposed to wet and/or humid conditions and fumes or airborne particles. The noise level in the work environment is usually moderate.

Interested individuals are encouraged to apply to jobs@salem.com no later than Tuesday, April 13, 2021.

Lisa B. Cammarata,
Director, City of Salem Human Resources
98 Washington St., 3rd floor
Salem, MA 01970

DATED: March 30, 2021

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