



JOB DESCRIPTION

Position Title:	<i>Parking Enforcement Intern</i>	Salary/Step/Grade:	<i>SAP: \$15 per hour</i>
Department:	<i>Police Department</i>	FLSA Status:	<i>Non-Exempt</i>
Reports to:	<i>Police Chief</i>		
Temporary Assignment:	Part time: 25 Hours/week		

SUMMARY

The Parking Enforcement Intern will work with the Police Chief to enforce Maynard parking regulations with a priority on parking education.

ESSENTIAL FUNCTIONS

(The essential functions or duties listed below are intended only as an overview and illustrations of the various types of work that may be performed. Each position has an accompanying department-specific tasks list. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.)

Work is performed during a variety of hours to average about twenty-five (25) hours per week.

Duties include, but are not limited to:

- Performs duties required for the enforcement of all parking rules and regulations.
- Under supervision and instruction, tickets illegally parked vehicles on overtime meters.
- Tickets for violation of resident parking ordinance; violation of street cleaning ordinance and violation of all other restricted areas.
- Patrols assigned areas on foot. Use of a vehicle only as directed by Supervisor.
- Prepares reports related to enforcement duties.
- Performs related duties as required.

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 position's essential functions.

Work is performed primarily outdoors, and employees must possess the ability to walk considerable distances daily. Must possess a valid current Class D driver’s license and access to an automobile during all working hours.

SUPERVISION

Supervision Received:

Supervised by the Police Chief.

Supervision Given:

None.

QUALIFICATIONS

Education, Training, Experience:

Training provided, no experience necessary.

Knowledge, Ability and Skill:

Ability: Strong ability to effectively communicate in English. Ability to understand and interpret parking regulations and ordinances.

Skill: Must have excellent customer service skills.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. This position description does not constitute an employment agreement between the employer and employee and is subject to change as the needs of the Town and requirements of the position change.