



Job Title: Parking Control Officer/Meter Maintenance Technician
Department: Office of the Parking Clerk
Location: Revere Post Office, 300 Broadway, Revere
Hours: Flexible schedule 39 hours per week
Salary: \$19.35 - \$21.44 per hour. This is a non-union position.

DESCRIPTION:

Under the supervisor of the Parking Director, Parking Control Officer/Meter Maintenance Technician is responsible for ensuring that all City parking meters are in good working condition. The successful candidate will routinely examine and test parking meters, report issues, order necessary parts and perform routine maintenance to fix broken meters. This person is also responsible for patrolling designated areas of the City of Revere and issues parking violations to motor vehicles for enforcing the parking ordinances of the City of Revere. The successful candidate will become increasingly knowledgeable of the parking regulations, procedures, and practices pertaining to parking enforcement and to carry out assignments with increasing autonomy and accountability.

ESSENTIAL FUNCTIONS:

- Survey parking related signs to ensure signs are up to date, need to be installed, removed, or contradict another sign posted on a street
- Work with the Revere DPW to ensure that sign maintenance is completed
- Prepare and submit a signage report for all sign related maintenance issues
- Perform maintenance related repairs to meters, meter jams, meter programming and other meter related issues
- Maintain a meter parts inventory, order repair parts as needed
- Prepare and submit a log of all broken meters and their repair status
- Maintain a clean workable environment in areas where meters are present
- Patrol assigned areas primarily by vehicle, occasionally on foot, to ensure public compliance with parking ordinances
- Issue violations or warnings for illegally parked motor vehicles using a handheld device
- Enforcement of overnight parking of commercial vehicles, resident permit parking, and any other violations of the parking ordinances
- Respond to and make radio dispatch calls regarding parking violations and complaints

- Identify vehicles in violation of parking ordinances, checking with the Parking Clerk or Traffic Division of the Revere Police Department when necessary to determine whether vehicles need to be ticketed or towed
- Safely operate a City vehicle when assigned for duties
- Maintenance and accounting for all parking violations written both electronically and manually
- Performs other related duties as assigned

QUALIFICATIONS:

- Revere residency highly preferred
- High school diploma, GED or equivalent education
- Must possess and maintain a valid Massachusetts drivers license
- Must be able to pass a background check and drug screen
- Ability to speak Spanish, Arabic or Portuguese preferred

KNOWLEDGE, ABILITY, AND SKILLS:

Knowledge:

- Knowledge of all parking ordinances of the City of Revere and policies and procedures of the Office of the Parking Clerk
- Knowledge of the City's geography and street locations

Abilities:

- Ability to exercise independent judgment
- Ability to deal effectively, tactfully, firmly, and appropriately with the general public
- Ability to communicate effectively both verbally and in writing
- Ability to follow written and oral directions and or instructions
- Ability to maintain excellent public and interdepartmental relations
- Ability to represent the City of Revere in a professional and courteous manner while performing work duties
- Ability to exercise initiative and sound judgment and react with discretion under varying conditions

Skill:

- Computer skills and skills in the use of the assigned handheld parking violation device, printer, and two-way radio are essential in the performance of duties.

WORK ENVIRONMENT

Work is performed primarily outside under solitary conditions during the overnight shift, including inclement weather (including but not limited to rain, snow, sleet, and heat) and subject to exhaust fumes, dust, pollen and other air quality issues typical of a densely populated community. The person in this position may at times interact with the public. Communication with the public requires considerable patience, courtesy, and discretion in an

impartial manner. Must occasionally work near moving and heavy traffic. Work may involve dealing with difficult people in high pressure and or conflict situations. The work environment characteristics described herein are representative of those that an employee encounters while performing the essential functions of this job.

PHYSICAL REQUIREMENTS

This is primarily a job that is performed outside in all weather conditions. Must be able to walk and operate a motor vehicle for a full shift. Must be able to lift approximately twenty-five pounds.

DISCLAIMER

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of the person so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time as needed.

The City of Revere is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability or protected veteran status, or any other legally protected basis, in accordance with applicable law.

Interested candidates should apply online by Monday, October 26, 2020 at www.revere.org/jobs. Please submit a resume, cover letter and salary requirements with your application.