

Town of Freetown
POSITION DESCRIPTION

Position Title:	Parking Control Officer	Department:	Administration
Reports To:	Town Administrator	Hrs/Week:	Up to 19 hours/week
Affiliation:	Professional	Type	Bylaw seasonal
Appointing Authority:	Town Administrator		

Position Purpose:

Patrols the Town Beach, and Long Pond Boat Ramp to ensure safety, cleanliness, appropriate conduct and enforcement of vehicles parked at said location have in date sticker (beach) or paid in the online parking system (boat ramp).

Supervision:

Supervision Scope: Exercises judgment and initiative to achieve approved objectives relating to the safe and effective workings of the Town Beach, and Long Pond Boat Ramp. Carries out daily assignments independently. Work at this level requires a working knowledge of departmental operations. Incumbent is called upon to handle all details, each varying from the other in substance and content, requiring incumbent to approach workload with flexibility; exercises judgment in responding to inquiries from the department heads and managing workload and assignments.

Supervision Received: Works under the general direction of the Town Administrator and follows department rules, regulations, and policies, requiring the ability to plan and perform operations, and to independently complete assigned tasks according to prescribed time schedules. The position is subject to annual review and evaluation.

Job Environment:

Work in the outdoors. This position is exposed to all types of weather and weather conditions. Incumbents work in areas with a high dust, dirt, and fumes and in direct sunlight.

Essential Functions:

(The essential functions or duties listed below 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.

Patrol assigned area on foot to ensure public compliance with existing parking ordinance.

Patrol assigned area on foot to maintain safety

Write citations for illegally parked vehicles

Call for removal of vehicles left after-hours

Observe and report hazardous conditions

Assist with directing traffic to keep flow moving in an orderly process

Recommended Minimum Qualifications:

Knowledge, Skills and Abilities:

Knowledge: General knowledge of boat ramp procedures. Experience in effective communication skills.

Must possess and maintain a valid Driver’s License and have access to reliable transportation.

Knowledge of effective precautionary measures necessary to avoid accidents such as traffic flow in parking areas, safe protocols for putting watercraft in and out of the water.

Skills: communicate effectively with public and departmental personnel.

Abilities: Ability to deescalate a tense situation.

Ability to perform job duties and on occasion work under adverse weather conditions, i.e. rain and high heat.

Ability to keep accurate financial records of payments and turn in said payments in a timely fashion.

Ability to communicate information effectively and appropriately, using both oral and written skills, with the department staff and high-level officials. Ability to carry out work assignments with a high degree of independence and discretion. Ability to prioritize multiple tasks and deal effectively with interruptions. Ability to maintain detailed and accurate records for money received.

Physical Requirements:

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions.

This position requires workers to walk or stand for long periods of time. The position is outdoors, and effective candidate must be able to work in cold, hot or wet weather. The work requires the ability to communicate effectively.

(This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.)

The Town of Freetown is committed to a firm policy in favor of equal employment opportunity and will abide by all applicable state and federal regulations by not discriminating against any applicant or employee on the basis of race, religion, color, creed, sex, age, national origin, citizenship status, marital status, sexual orientation, gender identity and expression, disability or veteran status. Our commitment to equal employment opportunities shall include employment, upgrading, promotion, demotion, transfer, leaves or other absences from work, layoff, compensation and benefits, selection for training or other education, professional opportunities, and conflict resolution.

It is also the policy of the Town of Freetown to take affirmative action to employ and to advance in employment, all persons regardless of their status as women, minorities or individuals with disabilities or protected veterans, and to base all employment decisions only on valid job requirements.

The above statements are intended to describe the general nature and level of work being performed by people assigned to do this job. The above is not intended to be exhaustive list of all responsibilities and duties required.

Approved by:

Board of Selectmen, Personnel Chair

Date Approved

Town Administrator

Date Received