



Town of Garrett Park

Incorporated 1898

JOB TITLE: (Contract) Parking Enforcement Officer

HOURS: Estimated 10 hours/week

HOURLY RANGE: \$19 - \$30 Hourly

START DATE: March 1, 2020

SUMMARY: Incorporated in 1898, Garrett Park is a small town located next to Rock Creek Park in southern Montgomery County, Maryland. Garrett Parkers have easy access to Washington DC by way of the MARC commuter train station located in town. The Town recently received authority from Montgomery County to issue citations for parking violations in Town. This authority is being redelegated by the Town Mayor to a (Contract) Parking Enforcement Officer who will work independently to enforce the Town's parking policies and issue parking tickets as warranted. This position does not have supervisory duties. This position reports to the Town Manager, who reports to the Mayor.

RESPONSIBILITIES:

- Monitor designated streets, lots, and other public areas in Town to ensure compliance with Town parking policies and ordinances. Monitoring may be accomplished through walking or in the (Contract) Parking Enforcement Officer's private vehicle.
- Issue parking warnings and write tickets for non-compliance using the Town-provided Montgomery County citation book. Coordinate with the Town Manager to send a copy of the citations to Montgomery County Public Safety Headquarters and to order new citation booklets as needed. Represent the Town at the County court during adjudication of parking appeals when required.
- Wear and maintain designated (Town-provided) safety vest.
- Work cooperatively with the Town Office and the public to promote and uphold applicable laws, codes and ordinances through efficient, equitable and fair parking enforcement activities.
- Working hours will be set by the Town and may vary from week to week.

EDUCATION AND EXPERIENCE: Candidates should have graduated from an accredited high school or possess a GED certificate. Six months of experience performing parking enforcement is required. Experience performing parking enforcement on behalf of a local government is a plus.

REQUIREMENTS: Must have a valid state-issued driver's license with a current address, acceptable driving record and valid car insurance and maintain same while employed. If a business, must show proof of general liability and auto liability coverage of at least \$1 million. An individual must show proof of an auto liability policy and homeowners' liability policy (if applicable).



KNOWLEDGE, SKILLS, AND ABILITIES:

- Work independently and take decisive action.
- Work with the public and exercise customer service skills.
- Ability to communicate and understand the English language.
- Ability to read, write, comprehend and interpret documents in English.
- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.
- Ability to measure and record time and distances

The physical demands and work environment described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

PHYSICAL DEMANDS: The employee may move about Town by walking or driving a private vehicle. The employee frequently is required to attach warnings and citations to vehicles and to position self to diagnose problems, detect malfunctions, collect information, and exchange information. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT: This job is mainly outdoors where the employee is regularly exposed to wet and/or humid conditions, outside weather conditions, extreme cold, and extreme heat. The employee is exposed to moving mechanical parts and vehicular traffic. The employee is occasionally exposed to fumes and/or airborne particles. The noise level in the work environment is usually moderate—except for the occasional train whistle.

Interested applicants please send a one-page cover letter and resume to mayorkacky@garrettparkmd.gov and managerandrea@garrettparkmd.gov by February 21, 2020.