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| <b>Job Title:</b>   | <b>Parking Enforcement Officer I</b>                                      |   |                      |
| <b>Department/Group:</b>  | Finance Department  | <b>Supervisor:</b>  | Parking Supervisor   |
| <b>Location:</b>  | Madeira Beach City Hall<br>300 Municipal Drive<br>Madeira Beach, FL 33708 |   |                      |
| <b>Level/Salary Range:</b>  | \$ 10.00  | <b>Position Type:</b>   | Part Time / seasonal |
| <b>HR Contact:</b>  | HR Coordinator  | <b>Date Posted:</b>   | 3/20/2019            |
| <b>External Posting URL:</b>  | www.madeirabeachfl.gov  | <b>Posting Expires:</b>   | Open until filled    |
| <b>Applications Accepted By:</b>  |   |   |                      |
| <b>FAX OR E-MAIL:</b> (727) 399-1131 OR<br><a href="mailto:humanresources@madeirabeachfl.gov">humanresources@madeirabeachfl.gov</a><br><br><b>Subject Line:</b> Parking Enforcement Officer I<br><b>Attention:</b> Human Resources  |   | <b>MAIL:</b><br><br>City of Madeira Beach<br>300 Municipal Drive<br>Madeira Beach, FL 33708 |                      |
| <b>Job Description</b>  |   |   |                      |
| <p><b>ROLES AND RESPONSIBILITIES</b></p> <p>Under the supervision of the Parking Enforcement Supervisor, the Parking Enforcement Officer (PEO) ensures proper parking regulations are followed in the City of Madeira Beach. In addition to the Parking Enforcement Office's primary responsibility of issuing citations for parking violations throughout the City, the PEO is responsible for providing first class customer service to our guests.</p> <ul style="list-style-type: none"> <li>• Work as scheduled 20-25 hours per week from approximately April 1 to September 30, including weekends, holidays, and occasional overtime as needed</li> <li>• Provide general information to visitors and residents</li> <li>• Complete and file citations and related reports</li> <li>• Collection of coins from meters and prepare deposits</li> <li>• Assist with installation and/or removal of parking related signage as zone numbers or rate changes</li> <li>• Other duties as assigned</li> </ul> <p><b>QUALIFICATIONS/EDUCATION REQUIREMENTS</b></p> <ul style="list-style-type: none"> <li>• A high school diploma or GED is required.</li> <li>• The applicant must also possess a valid Florida Driver's License or be able to obtain one upon employment</li> </ul> <p><b>KNOWLEDGE/SKILLS/ABILITIES</b></p> <ul style="list-style-type: none"> <li>• Identify and address parking-related ordinance violations</li> <li>• Ability to deal with the public effectively, courteously, and tactfully</li> <li>• Respond professionally and courteously to public inquiries</li> </ul> |   |   |                      |



### **ESSENTIAL PHYSICAL SKILLS**

Tasks require the regular and, at times, sustained performance of moderately physically demanding work, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, and crawling, and that may involve the lifting, carrying, pushing, and/or pulling of moderately heavy objects and materials (20-50 pounds).

### **ENVIRONMENTAL CONDITIONS**

Performance of essential functions may require exposure to adverse environmental conditions, wetness, humidity, rain, temperature extremes, traffic hazards, bright/dim lights, or rude/irate customers.

### **ADA COMPLIANCE**

The City of Madeira Beach, Florida is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, and will provide reasonable accommodations to qualified individuals with disabilities and encourage both prospective and current employees to discuss potential accommodations with the employer.

*THE STATEMENTS NOTED ABOVE ARE INTENDED TO DESCRIBE THE GENERAL NATURE AND LEVEL OF WORK BEING PERFORMED AND ARE NOT TO BE CONSTRUED AS A COMPREHENSIVE LIST OF RESPONSIBILITIES, DUTIES AND SKILLS REQUIRED. THESE STATEMENTS ARE SUBJECT TO CHANGE AT THE DISCRETION OF THE EMPLOYER*

Cover letters and resumes may be included but are not accepted in lieu of application form. All applications will become public record under Florida law.

AA/EOE/DFWP

**Submit complete application for employment to:**

**Karen Paulson, Financial Coordinator**

**City of Madeira Beach**

**300 Municipal Drive, Madeira Beach, FL, 33708**

Sign \_\_\_\_\_ Date \_\_\_\_\_