

CITY OF SOUTHFIELD
JOB OPPORTUNITY ANNOUNCEMENT

The City of Southfield is currently seeking qualified candidates for the following part-time career position:

JOB CLASSIFICATION: Parking Enforcement Officer-Code Enforcement Department

SALARY RANGE \$10.00 - \$15.00 p/hr DOE

REPRESENTATIVE JOB DUTIES

- Patrol an assigned area by vehicle or on foot to ensure public compliance with existing parking ordinance.
 - Patrol properties to maintain safety.
- Issue warnings and citations for illegally parked vehicles.
 - Enter and retrieve information pertaining to parking citations using hand-held computers.
- Maintain close communications with Parking Enforcement Management, using cell phones.
- Relay information about incidents or emergencies to Southfield Police Dispatch.
- Appear in court at hearings regarding contested traffic citations.
- Testify at legal or legislative proceedings.
- Report abandoned vehicles.
- Prepare and maintain required records, including logs of parking enforcement activities.
- Observe and report hazardous conditions such as missing traffic signals or signs, and markings that need to be repainted.
- Ensure routine vehicle maintenance is performed by presenting vehicles to Public Works personnel weekly, and report mechanical problems to supervisors.

JOB REQUIREMENTS – AS DETERMINED BY THE CITY OF SOUTHFIELD

- High School Diploma or equivalent required.
- Must have extensive public contact experience and highly effective communication skills.
- Requires sufficient physical skills to successfully accomplish essential functions in stated environment, with or without accommodation.
- Must possess a valid Michigan driver's license with a good driving record.
- Ability to work individually with minimal supervision in the field.
- Ability to maintain positive working relationships with co-workers; positive public-service attitude.

The selection process will include a review of the applicant's experience for posted requirements, driving record and criminal history check and an oral board interview. Each step of the process must be passed before the applicant will be moved to the next step. Applicants will be invited to further participate in the selection process based on the nature and extent of their related experience, training, and/or certification, as determined by the City of Southfield.

APPLY AT: City of Southfield, Human Resources Department,
26000 Evergreen Road, Southfield, MI 48076

A Completed City of Southfield application packet is required to be considered for this position.

Applications may be downloaded from the City's website at www.cityofsouthfield.com

Completed applications can be emailed to: sfldjobs@cityofsouthfield.com

This announcement is only a summary of the position, its duties, job requirements and compensation. Further information is available from the Human Resources Department. The City of Southfield does not discriminate in its employment or any other programs or activities on the basis, of sex, race, color, age, height, weight, marital status, national origin, religion, arrest record, physical or mental disability, family status, sexual orientation, gender identity or any other protected category. We provide reasonable accommodation for qualified individuals with a disability if requested.

AN EQUAL OPPORTUNITY EMPLOYER M/F/V/H, DRUG FREE WORKPLACE

MC: 06/02/21



Individuals with special needs who may require assistance with the application process should contact the Human Resources Department at (248) 796-4700 (voice) or via email at hrsupport@cityofsouthfield.com if auxiliary aids or services are needed. Reasonable advance notice is required