



Haverhill

Human Resources Department, Room 306

Phone: (978) 374-2357 Fax: (978) 374-2343

Denise McClanahan, HR Director – dmccclanahan@cityofhaverhill.com

Sheila Pelczar, HR Technician – spelczar@cityofhaverhill.com

April 26, 2017

JOB # 2017-010
ROOM 306
HUMAN RESOURCES

PLEASE POST
ANTICIPATED OPENING

POSITION:

Parking Control Officer
Haverhill Police Department

HOURS OF WORK:

40 hours per week/Monday – Friday/Flexible hours
(Schedule to be determined between the hours of 10am and 8pm)

SALARY:

\$15.72 per hour
(According to Non-union Salary Schedule)

GENERAL STATEMENT OF DUTIES AND RESPONSIBILITIES:


Performs duties required for the enforcement of all parking rules and regulations of a municipality. Under supervision and instruction, tags illegally parked cars on overtime meters and in restricted areas; patrols assigned areas such as parking lots and sections of a municipality; may chalk tires in unmetered areas and recheck to ticket overtime violators. Monitors the flow of vehicles in timed parking areas; issues citations for parking violations. Assist the public by providing information about parking locations and regulations.

The duties listed above 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.

QUALIFICATIONS:

Must be at least 18 years of age. High school diploma. Must possess a current and valid Massachusetts's Driving License. Ability to understand and carry out written and oral instructions. Maintain friendly relationships with the public. Keep records and prepare reports. Knowledge of Haverhill's geographical layout. Ability to learn a variety of laws, policies and procedures pertinent to parking control work. Ability to perform enforcement duties in a fair and consistent manner.

Applicants will be required to undergo a background check including CORI screening prior to appointment.

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PHYSICAL REQUIREMENTS:

While performing the duties of the job, the employee is frequently required to walk, stand, talk and/or hear. The employee is frequently required to use hands to handle or operate objects, tools or controls; reach with hands and arms; climb or balance; stoop, kneel, crouch or crawl. The employee is occasionally required to sit. While performing the duties of the job, the employee regularly works in outside weather conditions. The employee is frequently exposed to wet and/or humid conditions. Attendance is mandatory.

Applicants will be required to undergo a background check including CORI screening prior to appointment.

CLOSING DATE:

FRIDAY, MAY 12, 2017

SUBMIT COVER LETTER,

RESUME AND APPLICATION TO:

**Denise McClanahan, Human Resources Director
City of Haverhill
4 Summer Street Room 306
Haverhill, MA 01830**

"The City of Haverhill is an Equal Opportunity/Affirmative Action Employer."

APPLICATION IS AVAILABLE ONLINE AT:

http://www.haverhillma.gov/departments/human_resources/job_opportunities.php

Application can be saved and sent as attachment when applying online. Email should be sent to hrd@cityofhaverhill.com. PLEASE REFERENCE JOB # 2017-010 WHEN APPLYING ONLINE.