



NOTICE JOB POSTING

TO: Public Facilities employees affiliated with the National Association of Government Employees (aka "NAGE"), Local RI-200

FROM: Civil Service Commission Office

DATE: Monday, September 30, 2024

RE: Parking Enforcement Officer

The City of Bridgeport's Public Facilities Department, Parking Enforcement Division has an opening for the position of Parking Enforcement Officer.

The Parking Enforcement Officer will patrol designated areas on foot or by vehicle to enforce parking regulations effectively. Key responsibilities include observing and issuing tickets for parking meter violations, unauthorized parking at bus stops, loading zones, and handicapped areas. The officer will regularly check City parking lots and streets for compliance, prepare detailed reports on the number of tickets issued and other incidents, and identify and report parking meters that are out of order or in need of repair. Additionally, the officer will provide assistance and information to the driving and pedestrian public regarding the locations of private and public parking facilities. The role may also involve the collection of monies and performing other related duties as required.

The essential functions or duties described above is a general statement of functions and duties of the position. There may be other types of work that may be performed, and the omission of a particular duty or function does not exclude that duty or function from the position provided the duty or function is similar in work, related to the work or logically assigned to the position.

Current annual salary of \$38,327.00 (Step 1) - \$40,618.00 (Step 2) - \$42,911.00 (Step 3 – Top) The wage rate of a selected employee if promoted shall be equal to at least a step increase in the employee's current position, not to exceed \$42,911.00 (reference NAGE RI-200 CBA Article 25.5). Note: Permanent employees promoted to a higher classification within the bargaining unit shall serve a promotional probationary period of six (6) months.

First opportunity to fill this position will be offered to qualified NAGE, Local RI-200 employees within the Public Facilities Department. If interested, eligible members who meet the required qualifications, as determined by the City, may submit an electronic bid (via email) by delivering or emailing a resume to the Office of the Civil Service Commission, City Hall, room #106 or COB.JOBS@bridgeportct.gov. If submitting electronically, please include the following in the subject line: *"Parking Enforcement Officer – Member Name – NAGE Bid."*

DEADLINE TO APPLY IS Friday, October 4, 2024. This notice is also available for review on our City's Career Website at www.bridgeportct.gov/careers.

This document serves as general notice as required by NAGE, RI-200 Union contract. The City reserves the right to correct any information which may have been inadvertently misstated.

Class Title: Parking Control Officer

1. Duties that are characteristic as to type and level:

Under general direction and supervision, performs work of a routine nature in seeing that parking regulations are properly observed.

2. Typical Tasks or Assignments:

Patrols designated area on foot or by vehicle to enforce parking regulations; observes parking meter violations and issues tickets for all violations; checks City parking lots and City streets for parking violations; observes and issues tickets for any obvious parking violations, such as unauthorized parking at a bus stop, loading zone or handicapped parking area; prepares reports on the number of tickets issued and other incidents as required; observes and reports the locations of meters out of order or in need of repair; answers questions of the driving and pedestrian public; informs the public as to location of private and public facilities; may assist in the collection of monies; and other duties as required.

3. Minimum Qualification Requirements:

High School Graduation; possession of a valid Connecticut Motor Vehicle Operator's License; working knowledge of the geography of the City and locations of important private and public facilities; ability to learn the procedures and regulations involved in the enforcement of City Parking Ordinances; ability to tactfully and courteously deal with the driving public and the general public; ability to enforce with firmness and tact the ordinances and regulations pertaining to parking vehicles; ability to orally express oneself clearly and concisely and to direct the public as required; Ability to establish and maintain an effective working relationship with the public; ability to make simple mathematical computations, and to prepare and maintain simple operating records; good physical condition; ability to understand and follow oral and written instructions.