



DOWNTOWN MANCHESTER SPECIAL SERVICES DISTRICT

POSITION AVAILABLE

PARKING ENFORCEMENT WORKER – 1 Opening PART TIME – 18 HOURS/WEEK

**6 hours per shift/Three days per week/Monday through Saturday
Hours to be covered range between 8:30 a.m. – 4:00 p.m. with some flexibility
\$15.00 Per/Hour / No Benefits**

CLOSING DATE: Open Until Filled

SUMMARY OF POSITION: Position monitors and enforces parking ordinances within the Downtown Manchester Special Services District including on-street parking along Main Street and selected side streets as well as parking in the eight (8) municipal lots managed by the Downtown Manchester Special Services District.

ESSENTIAL JOB FUNCTIONS:

- Monitors compliance with parking ordinances by patrolling on street parking along Main Street and selected side streets as well as parking in the eight (8) municipal lots managed by the District.
- Issues tickets for over time and other parking infractions as determined by ordinance.
- Monitors parking lots and streets for compliance with other regulations as assigned and reports infractions to Downtown Manager.

REQUIREMENTS:

Education: High School Diploma or equivalent plus; at least one year customer service or general work experience; and course work in human relations would be a plus.

Experience: One (1) year of customer service or general work experience; course work in human relations would be a plus. Ability to use a computer. Prior law enforcement, military or municipal services background a plus.

Please submit letter of interest and resume to:
Downtown Manchester Special Services District
c/o WORK_SPACE
903 Main Street, Manchester, CT 06040
Or by email to : DMSSD@manchesterct.gov

The Downtown Manchester Special Services District shall not discriminate on the basis of race, color, creed, age, sex, national origin, physical disability or sexual orientation. The Special Services District provides reasonable accommodation to persons with disabilities in accordance with the Americans with Disabilities Act (ADA). If you need an accommodation in the application process please contact the (860) 645-2101.

The above posting is intended as a guide for personnel actions and must not be taken as a complete description of the position or the process.