

CITY OF CHARLEVOIX

Title: Meter Officer

FLSA: Non-exempt
STATUS: Seasonal Summer

Department: Police

Reports To: Police Chief

Date: February 17, 2011

Position Purpose and Objectives

Patrol designated areas of the City to issue tickets for parking violations and to maintain parking meters.

Scope and Environment

Works in all types of summer weather. Works under the direct supervision of the police chief or his/her designee. Patrol is on foot.

Essential Job Functions

- Patrol an assigned area on foot to ensure public compliance with existing parking ordinance.
- Mark tires of parked vehicles with chalk and record time of marking and return at regular intervals to ensure that parking time limits are not exceeded.
- Identify vehicles in violation of parking codes, checking with an on-duty police officer when necessary to determine whether vehicles need to be towed. Make arrangements for illegally parked or abandoned vehicles to be towed and direct tow-truck drives to the correct vehicles.
- Write citations for illegally parked vehicles.
- Report miscellaneous violations which require the services of a police officer.
- Appear in court at hearings regarding contested traffic citations.
- Collect fine monies as directed.
- Empty loose change in parking meters when required.
- Perform traffic control duties such as setting up barricades and temporary signs, placing bags on parking meters to limit their use, and directing traffic.
- Install and/or remove meters, when needed, using a variety of small power and hand tools.
- Report and keep a record of meters needing replacement, cleaning, and painting.

Knowledge, Skills and Abilities Required

- Able to work outdoors in all types of summer weather.
- Able to exert self physically (stand/walk) for long periods of time.
- Able to use small power and hand tools effectively.
- Working familiarity with City parking laws, policies, and police operations.
- Excellent organizational skills.
- Positive attitude. Excellent interpersonal and public relations skills.
- Patience working with people of all ages and abilities.
- Ability to project a courteous and positive public image of the City of Charlevoix.

Required Certification

- High school graduate or equivalent

The information contained in this position description is intended to describe the general content and requirements for successful performance of the job. It is not an exhaustive list of duties, responsibilities or requirements. Additional duties and requirements may be assigned at the sole discretion of the City. Hence, the job description does not constitute an employment agreement between the employer and employee and is subject to change by the employers as the needs of the employer and requirements of the job change. The position is an at-will position.

City Council Approval: March 21, 2011