

PARKING CHECKER

THE PURPOSE: The Parking Checker is responsible for enforcing all parking and abandoned auto regulations under the direction of the Parking Enforcement Supervisor.

ESSENTIAL FUNCTIONS:

- Provide information to citizens as needed.
- Report violation of laws to Milwaukee Police Department when necessary.
- Recover stolen automobiles and report to Milwaukee Police Department as appropriate.
- Issue citations.
- Investigate abandoned automobiles.
- Testify in court when necessary.
- Process vehicles for towing.
- Complete written reports on job-related activities.
- Provide traffic control at accident or incident scenes as directed.
- Provide school-crossing control as assigned.

NOTE: This position is essential to a 24-hour, 365-day operation. **Incumbent may be assigned to either the 2nd or 3rd shift.** Parking Checkers must perform work outdoors from an assigned vehicle in an assigned area in all types of weather and on all shifts to include weekends and holidays.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:

- Ability to pay special attention to detail.
- Ability to interpret and enforce parking rules and regulations.
- Ability to work independently.
- Ability to recognize city street names, locations, and boundaries.
- Excellent oral and written communication skills.
- Ability to solve job-related problems independently.
- General computer and keyboard skills are desirable.

MINIMUM REQUIREMENTS:

1. Valid Wisconsin driver's license and a good driving record. *Driving records will be checked prior to job offer.*
2. Residency in the City of Milwaukee at time of application and throughout employment.

THE CURRENT SALARY RANGE (490) IS: \$28,730 to \$34,787 annually.

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