

## Department of Public Safety

**THE CITY OF BEREA IS SEEKING TO HIRE ONE OR MORE PARKING CONTROL MONITORS TO PATROL THE DOWNTOWN BUSINESS PARKING DISTRICT.**

### **HOW TO APPLY:**

1. Complete the attached employment application.
2. Return the application, along with a cover letter explaining your interest in the position to the Department of Law & Public Safety **no later than Thursday, August 2, 2018.** **NO PHONE CALLS.**
3. Applications and letters may be emailed to the Director of Public Safety at [bjones@cityofberea.org](mailto:bjones@cityofberea.org) or returned to the Department of Law & Public Safety at Berea City Hall, between the hours of 9 am – 3 pm.

### **Job Description – Parking Control Monitor**

#### **GENERAL INFORMATION**

Wage - \$13.18 - \$18.02 per hour

This is a **part-time** position requiring no more than 15 – 20 hours per week. The schedule may be shared with another part-time employee. The successful candidate will typically work 4 – 5 hours per day, Monday through Friday, between 7 am – 5 pm, as scheduled by the City. Rare evenings or weekends may be required. A uniform will be provided.

Performs a variety tasks related to enforcing ordinances and regulations governing parking and assisting the public by providing information about parking locations and regulations.

Works under the close supervision of a designated officer of the Division of Police.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

Monitors the flow of vehicles in timed parking areas; issues warnings and citations for parking violations such as overtime parking, illegal parking in restricted areas, handicap, truck, bus and fire hydrant zones, double- parking, parking on the wrong side of the street and related violations.

Answers a variety of questions from the public regarding parking regulations, parking facilities, basic traffic regulations, location of public facilities, points of interest, and other public information.

**Regular attendance and timeliness is an essential function of the job.**

## **DESIRED MINIMUM QUALIFICATIONS**

- Must be 18 years or older at the time of employment;
- Must possess, or be able to obtain by time of hire, a valid State driver's license without record of suspension or revocation in any State;
- No felony convictions or disqualifying criminal histories within the past seven years;
- Must be able to read and write the English language

### **Necessary Knowledge, Skills and Abilities:**

Ability to learn the applicable laws, ordinances, and department rules and regulations; Ability to analyze situations accurately and adopt an effective course of action; Ability to interpret, apply and explain codes, rules, regulations, policies and procedures using tact, patience and courtesy; Ability to maintain accurate records; Ability to communicate effectively; Ability to establish and maintain effective working relationships with peers, supervisors and the public; Ability to follow verbal and written instructions.

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to walk, stand and talk or hear. The employee is frequently required to use hands to finger, handle, or operate objects, tools, or controls; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell. The employee is occasionally required to sit.

The employee must occasionally lift and/or move more than 15 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee frequently works in outside weather conditions and is exposed to wet and/or humid conditions, fumes or airborne particles, snow, ice, cold and heat.

The noise level in the work environment is usually moderate to noisy.

## **MISCELLANEOUS**

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.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

## CITY OF BEREA, OHIO

### APPLICATION FOR EMPLOYMENT – PARKING CONTROL MONITOR

**The City of Berea is an equal opportunity employer and considers all applications without regard to race, color, religion, sex, national origin, age, marital or veteran status, disability (with or without accommodation) or other legally protected status.**

**ALL APPLICATIONS FOR EMPLOYMENT ARE PUBLIC RECORDS IN ACCORDANCE WITH OHIO LAW.**

Do you need assistance or an accommodation to complete this application? If yes, please ask to be referred to the Law Department.

Last Name	First Name	Home Address

Telephone	Email Address

Have you ever worked under another name?  YES  NO

If yes, what was it and what was the reason for the change? \_\_\_\_\_

Are you currently on lay-off and subject to recall?  YES  NO

### EMPLOYMENT EXPERIENCE

Start with your present or last employer, listing all employment within the last 5 years. Include military service assignments and volunteer activities. Exclude organization names which indicate race, color, religion, sex, national origin or disability. *Additional information about your employment experience may be requested.*

ARE YOU CURRENTLY EMPLOYED?  YES  NO  
 MAY WE CONTACT YOUR PRESENT EMPLOYER?  YES  NO

CURRENT/PREVIOUS EMPLOYMENT	Position	Reason for Leaving
Company:		
Address: <span style="margin-left: 100px;">From:</span>		
City/State: <span style="margin-left: 100px;">To:</span>		

CURRENT/PREVIOUS EMPLOYMENT	Position	Reason for Leaving
Company:		
Address: <span style="margin-left: 100px;">From:</span>		
City/State: <span style="margin-left: 100px;">To:</span>		

CURRENT/PREVIOUS EMPLOYMENT	Position	Reason for Leaving
Company:		
Address: <span style="margin-left: 100px;">From:</span>		
City/State: <span style="margin-left: 100px;">To:</span>		

### EDUCATION

*List educational experience including high school, college, trade school, graduate studies*

Name of School	City, State	Grade Completed or Degree	Subjects Studied or Major

DO YOU SPEAK A FOREIGN LANGUAGE? [ ] YES [ ] NO IF SO, WHAT LANGUAGE(S)

SPECIAL SKILLS AND QUALIFICATIONS: Summarize special skills and qualifications acquired from employment or other experience.

**GENERAL INFORMATION**

Can you perform the essential functions and tasks of the job(s) for which you are applying with or without accommodation? [ ] YES [ ] NO

Will you take all written, physical, or other tests required for the job(s) for which you are applying, with or without accommodation? [ ] YES [ ] NO

Consistent attendance and punctuality are essential requirements of every job with the City. Is there anything which would interfere with your regular attendance and punctuality if you were offered a position?

[ ] YES [ ] NO IF YES, EXPLAIN: \_\_\_\_\_

LIST ALL OF YOUR RESIDENCE ADDRESSES FOR THE PAST FIVE YEARS:

Give name, address and telephone number of two (2) references who are not related to you and are not previous employers.

Name:	Name:
Address:	Address:
Phone:	Phone:
Relationship:	Relationship:
Years Known:	Years Known:

**AGREEMENT**

I certify that the answers given herein are true and complete to the best of my knowledge. In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision, including a criminal and traffic background check. I authorize all individuals, schools and other entities named within to provide any information requested about me, and I release them from all liability for damage in providing this information.

I understand that if this application is not completed in its entirety, it will not be processed and I will be automatically disqualified.

I understand that this application is not, and is not intended to be, a contract of employment.

I also understand that if I am hired into the unclassified civil service, my employment with the City of Berea is at-will and may be terminated by me or the City at any time without notice and without cause.

I also understand that, if hired, I am required to abide by all rules and regulations of the City of Berea. The City of Berea is a Drug-Free Workplace and I understand that drug testing may be required. I also understand that a pre-employment physical may be required to ensure that I am capable of performing essential job functions. I understand that any offer of employment is conditional upon proof of legal authorization to work in the United States as required by the Immigration Reform and Control Act. I also understand that if I am required to operate a motor vehicle as a part of my job, I must have and maintain a valid operator's license, and authorize the City to periodically verify the status of such license.

\_\_\_\_\_  
APPLICANT SIGNATURE

\_\_\_\_\_  
DATE

