

**Job Title:** Parking Attendant

**Location:** Village of Woodstock, Vermont

**Job Type:** Full-Time

**Salary:** Based on experience, salary range from \$19-\$24/hour

**Reports To:** Administrative Supervisor and Chief of Police

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### **General Purpose**

The Village of Woodstock is actively recruiting a Parking Attendant within the Woodstock Village Police Department. We welcome your inquiries and encourage you to apply. If you have a passion for serving the public sector, are excited about growing your skills, and being involved at an exciting time in Woodstock, Vermont, this position is for you.

Benefits of working for the Municipality of Woodstock include:

- Culture of public service and a commitment to work/life balance.
- Competitive wages.
- Health, Dental, and Vision Insurance (FY25 the Municipality pays 93% of the cost of Health insurance and 100% of other insurance premiums for employee and their family).
- Vermont Municipal Employees Retirement System (VMERS) - includes employer and employee contributions.
- 10 days of paid vacation earned per year (starting).
- 15 days of paid sick leave earned per year (starting).
- 12 paid holidays per year.
- Two paid personal days per year (16 hours).
- The Municipality provides short term disability, long term disability, life, and AD & D insurances to eligible employees.
- Bereavement leave.
- Wellness Benefit - The Municipality pays 75% of an employee's membership to the Woodstock Recreation Center's Fitness Center or Woodstock Athletic Club bought each quarter.
- Employee Development – The municipality encourages employees to continue their education and currently offers a reimbursement program for 100% of the direct costs of the course or program that an employee is enrolled in.

APPLY BY: This position will be posted on June 24th, 2025, and recruitment will remain open until filled. Please send your application, resume, and cover letter to [cokeeffe@townofwoodstock.org](mailto:cokeeffe@townofwoodstock.org).

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The Parking attendant shall perform general parking enforcement duties through the enforcement of laws and ordinances. The parking attendant shall be an ambassador to the community and all tourists and visitors. The Woodstock Village Police Department strives to enforce laws in a fair and equal manner while using discretion appropriately. The mission of the Woodstock Village Police Department is to provide a safe and orderly environment in Woodstock through professionalism, high-quality police service, an active partnership with the community, and a concern for individual dignity by ensuring fair and equal treatment for all. The average daily traffic is in excess of 10,000 vehicles in a small residential and highly visited tourist community. With this, the department must perform duties to ensure that vehicles and pedestrians move safely throughout all of Woodstock.

### **Essential Duties & Responsibilities**

- Write parking tickets and enforce parking laws and ordinances.
- Ensures kiosks and parking meters stay in working order.
- Occasionally, maintenance is performed on kiosks and parking meters.
- Maintain parking signage.
- Install parking meter batteries and make all necessary repairs.
- Empties parking meters, kiosks, and red boxes bi-weekly.
- Communicate with vendors regarding all maintenance.

### **Minimum Qualifications**

- Minimum of a High School diploma or GED.
- Knowledge of State and local motor vehicle laws.
- Previous work in hospitality and/or public service. (Preferred)

### **Special Requirements**

- Ability to communicate with civilian and sworn colleagues.
- Ability to make independent judgements.
- Ability to work under stressful conditions.
- Ability to communicate verbally and in writing.
- Ability to work well with others.
- Ability to deal effectively with all facets of the public.
- A background check will be conducted as part of the hiring process.

### **Physical Demands**

- The physical demands are representative of those that must be met by an employee to successfully perform the essential functions of the job of a parking attendant.

### **Work Environment & Schedule**

- Internally, work is normally performed in a climate-controlled office environment.
- Externally, work is performed under variable weather conditions.
- The noise level in the work environment varies from quiet to loud.
- This is a 40 hour per week, daytime scheduled position with nights and most weekends off. Some flexibility to work weekends, holidays, and parades as per departmental needs.