

Job Title: Parking Attendant

Location: Village of Woodstock, Vermont

Job Type: Full-Time

Salary: \$19-\$24/hour based on experience

Reports To: Administrative Supervisor and Chief of Police

General Purpose

The Village of Woodstock seeks a Parking Attendant within the Woodstock Village Police Department. If you have a passion for public service and for spending time in our thriving downtown, this position is for you. We are looking for a patient and pleasant team member to help us enforce parking laws and ordinances throughout the Village.

The parking attendant shall perform general parking enforcement duties through the enforcement of laws and ordinances. This role serves as an ambassador to the community as well as to visitors.

This position is up to 40 hours per week, daytime-scheduled position with nights and most weekends off. Some weekends, holidays, and parade work will be required depending on department needs.

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.

Essential Duties & Responsibilities

- Issue parking tickets and enforce parking laws and ordinances.
- Ensure kiosks and parking meters are in working order.

- Occasionally perform maintenance is performed on kiosks and parking meters.
- Maintain parking signage.
- Empty parking meters, kiosks, and red boxes bi-weekly.
- Communicate with meter vendor regarding maintenance issues.
- Operate equipment such as a portable radio and a camera.

Minimum Qualifications

- Minimum of a high school diploma or GED.
- Knowledge of or willing to learn state and local motor vehicle laws.
- Ability to work outside in varying weather conditions.
- Ability to walk and stand for long periods.
- Ability to pull a ten-pound cart.
- Ability to lift 10 pounds.

Preferred Qualifications:

- Previous work in hospitality and/or public service.
- Previous work with parking meter technology and vendors.

***Reasonable accommodations may be made to enable those with disabilities to perform these functions.**

Benefits may include (depending on hours):

- Health, Dental, and Vision Insurance with the majority of premiums paid by the municipality
- Participation in Vermont Municipal Employees Retirement System (VMERS) includes employer and employee contributions.
- Paid vacation, sick, personal days, holidays and bereavement

- Wellness Benefits - The municipality pays 75% of an employee's membership to the Woodstock Recreation Center or Woodstock Athletic Club each quarter.
- Professional 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.

Please send your resume and cover letter to cokeeffe@townofwoodstock.org.