

## **Part-Time Parking Enforcement Representative**

### **CONTEXT OF THE JOB:**

Under limited supervision, serves as a uniformed member of Parking Services performing routine and diverse duties requiring independent judgment in the application of prescribed procedures and methods related to University parking rules and regulation and traffic direction; takes corrective and/or enforcement action as required in accordance with established rules and regulations; position requires the exercise of tactful and assertive interpersonal communication skills.

### **MAJOR RESPONSIBILITIES:**

Depending on assignment, the following are typical examples of work:

- Patrols the campus to ensure university parking rules and regulation are being followed.
- Enforces parking regulation through education, citations and/or towing.
- Utilizes cones, barrels, tape and other traffic control devices to set up for events and to block off hazards within parking lots.
- Provides traffic control during events on campus.
- Maintains parking control devices including revenue control equipment, parking gates, and/or meters.
- Installs or assists with traffic control and/or parking signs and parking lot striping.
- Respond to complaints and/or customer service needs such as lockouts, jump starts, or tire inflations.
- Assists visitors, students or staff by providing information, directions or assistance.
- Assist with training miscellaneous wage, student employees and/or other personnel.
- Maintain confidentiality of sensitive information.
- Participates in training and certification sessions.
- Performs other related duties as assigned.

### **QUALIFICATIONS:**

- Requires a minimum of a high school diploma or GED.
- Ability to communicate effectively and interact well with people of all ages and diverse backgrounds.
- Must be able to lift 50-75 lbs.

### **SPECIAL REQUIREMENTS:**

- Possession of a valid motor vehicle operator's license
- Must be able to work under extreme weather conditions
- Minimum of 30 hours of hands on training including a 90 day evaluation period
- Mandatory commitment to work the following events/days:
  - Move-In / Move-Out Week
  - Convocation & Commencement Weekend
  - Spring & Fall All Hands Meeting

### **HOW TO APPLY:**

Please apply and upload your resume using the following link:

<https://sites.udel.edu/parking/employment-application/>

Employment offers will be conditioned upon successful completion of a criminal background check. A conviction will not necessarily exclude you from employment.

The University of Delaware is an Equal Opportunity Employer which encourages applications from Minority Group Members and Women. The University's Notice of Non-Discrimination can be found at <http://www.udel.edu/aboutus/legalnotices.html>