



**City of Holyoke**  
**Department of Public Works**  
**Full-Time parking Control Officer**  
**Job Posting - March 7, 2023 - March 21, 2023**

**Position Summary:** The Parking Control Officer is responsible for the overall functions of parking meters, issuance of tickets, and maintenance of garages.

**Essential Functions:** The duties of the parking control officer shall be to enforce parking rules and regulations pursuant to the Holyoke Code of Ordinances and Massachusetts General Laws; ticket illegally parked vehicles on overtime meters or vehicles parked in violation of resident parking ordinances, street cleaning ordinances, snow and ice removal ordinances or any other parking restrictions. Patrols shall be assigned to areas of parking lots and sections of the central business district on foot or in a vehicle as required. Patrols shall prepare and write reports relative to enforcement duties; perform weekly parking meter collections and make bank deposits; investigate meter malfunctions; repair if possible, and assist in maintaining a properly functioning parking system. Maintains grounds and interior of City owned parking garages including rubbish removal, landscaping, and spot painting. Assists in the training of new personnel; assists in maintaining a properly functioning parking system, and to maintain a thorough and up-to-date knowledge of parking regulations and rules of the city of Holyoke. Performs other work associated with the Department of Public Works as directed. The functions above are normal for this position. Other duties may be required and assigned. *The essential functions or duties listed above are intended only as examples of the 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.*

**Knowledge, skills, and abilities required:**

- Working knowledge of Massachusetts and City of Holyoke parking regulations.
- Ability to monitor compliance with parking regulations and time limits.
- Ability to use handheld devices and radio equipment.
- Ability to communicate effectively verbally and in writing.
- Ability to interact in a fair and courteous manner with the public at all times.
- Ability to work both independently and as part of a team.
- Ability to safely operate a motor vehicle in typical urban conditions.
- Ability to work outside and be exposed to all weather conditions.
- Ability to walk extensive daily foot patrols for extended periods of time.
- Ability to consistently wear equipment weighing up to 10 lbs

**Experience:** Prior experience as a parking control officer preferred.

**Education, certification, licensure, or other similar requirements:** High School Diploma or equivalent; Must possess a valid MA driver's license.

**Supervision:** Works under the supervision of the Public Works Director or his designee.

**Job Environment:** Work is performed outdoors with loud noise levels and exposure to variable weather conditions and hazards subject to seasonal and weather-related fluctuations. Errors could result in the delay or loss of services, personal injury to self and/or others, damage to buildings and equipment, and significant monetary loss and/or legal repercussions.

**Physical Requirements:** This position is regularly required to sit, talk, hear, and walk; uses hands and feet to handle objects, tools, or controls, and reach with hands and arms as in to pick up tools, equipment, and other objects. Physical agility required to access all areas of project sites, assist in manual labor, and lift and/or move objects weighing up to 100 pounds. Vision and hearing at normal/average ranges. *The physical demands described above are representative of those that must be met by an employee to perform the essential functions of this job successfully. Reasonable accommodation(s) if needed will be provided for the employee with the adequate strength, dexterity, coordination, and visual acuity in a manner that does not pose a direct threat to the health or safety of the employee or others in the workplace.*

**Fair Labor Standards Act (FLSA) status:** Non-Exempt (hourly)

**Employment Status & Hours:** Regular Full Time, 40 hours per week, Monday-Friday, 8:00 a.m - 4:00 PM

**Pay rate:** \$20.37 per hour, paid biweekly, Grade PW-17, Step 1

**Employee Benefits:** Health, Dental, Vision, Life Insurance & Flexible Spending Account.

**Reports to:** DPW Foreperson or Working Foreperson

Submit resume along with a completed [Labor Service Application](#) and a copy of your Driver's Licence (BOTH FRONT & BACK) to:  
Personnel Department, City Hall Annex, 20 Korean Veterans Plaza, Room #205,  
Holyoke, MA 01040 or via email to: [personnel@holyoke.org](mailto:personnel@holyoke.org)

*City of Holyoke is an equal opportunity employer and does not discriminate because of age, ancestry, color, creed, disability, ethnicity, family status, gender, genetic information, marital status, military status, national origin, political affiliation, pregnancy, race, religion, sex, sexual orientation, veteran status, or any other legally protected category. Bilingual applicants are especially encouraged to apply.*