

WESTERN MICHIGAN UNIVERSITY

TITLE: Parking Enforcement Officer

GRADE: P-1

FUNCTIONS:

This position provides the enforcement of Western Michigan University Parking Ordinance and provides assistance to visitors to the University. This position receives work direction from the Captain of WMU Parking Services.

The incumbent issues paper or computerized parking tickets on improperly parked vehicles. The incumbent must have experience with computers, in order to operate a laptop computer, as well as cell phones, scanners and other electronic communication devices.

The incumbent performs duties associated with the impounding of vehicles. These duties include, but are not limited to: locating vehicles with excessive parking tickets, verifying excessive ticket amounts, requesting tow truck for vehicle impound through dispatcher, filling out proper forms for the impound, adding up excessive amount of open tickets/tow bill administrative fee, accepting payments for the excessive parking tickets from vehicle operator, and reconciling any cash received.

The incumbent prepares for and testifies in court cases as required, directs traffic at special events or in emergency situations, and assists visitors with directions to appropriate parking or specific buildings.

In addition, the incumbent may be temporarily assigned to work the following jobs (listed duties include, but are not limited to):

Western Michigan University Public Safety service officer:

- Collect and distribute campus mail for DPS.
- Deliver official papers to the Ninth Judicial Circuit Court and the Crosstown Center Courthouse.
- Transport owner/operator for vehicle impound release
- Deliver WMU ID from Lost and Found to the Bronco I.D. Card Office

Parking Maintenance crew member:

- Collects, counts and prepares the bank and record keeping paperwork for monies collected from parking meters.
- Repairs, cleans and paints parking lots.
- Installs and/or cleans parking signs on campus.

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- Installs and repairs parking meters.

The incumbent may be assigned to work in the Bronco Card Center.

Be on the lookout for and report any suspicious situations, or activity to their supervisor and/or a Public Safety Officer

QUALIFICATIONS:

The incumbent must be able to read and comprehend written instructions and safety regulations governing the performance of job duties, and must be able to understand and comply with oral instructions. Excellent communication and interpersonal skills are desired.

Sufficient writing ability to prepare and submit traffic tickets is required; as is a high school diploma or GED. Must be able to write legibly, utilize a police radio, must have some experience in the use of computers and must be able to learn to operate other electronic devices as assigned with training. Incumbent must possess a valid Michigan driver's license, must possess 20/40 vision with or without corrective lenses.

Incumbent must have a good driving record, and be able to pass a criminal history check. Incumbent must be able to meet eligibility requirements to become a deputized special deputy by the Kalamazoo County Sheriff. The incumbent must perform annual training on L.E.I.N. (Law Enforcement Information Network) and submit to periodic background checks as required by the FBI, will also go through Cleary/CSA training as required by the Department of Education.

PHYSICAL DEMANDS AND WORKING CONDITIONS:

The physical demands herein 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 these essential job functions.

In order to perform the essential functions of the job, the incumbent must be able to raise 50 lbs dead weight to a height of six (6) feet, and must be able to transport supplies and equipment weighing up to 50 lbs.

The incumbent must be able to move forward and backward while operating mechanical devices and self-propelled electrically powered equipment the incumbent must be able to traverse a minimum distance of five (5) miles per day in the process of covering the assigned work area.

The incumbent must be able to withstand exposure to indoor and outdoor environment; subject to adverse weather conditions; exposed to verbal and physical abuse from hostile citizens. Must wear hard hat, gloves, safety glasses, or other protective gear as required by

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MIOSHA rules. WMU Department of Public Safety will provide a radio and uniform to be worn by the Parking Enforcement Officer.

A physical examination administered by the employer's designated physician is required to determine the incumbent's ability to perform the essential functions of the job and/or to identify the need for a reasonable job accommodation.