

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, and performs duties associated with the impounding of vehicles.

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.

Incumbent may be temporarily assigned to work as a Western Michigan University Public Safety service officer, parking maintenance crew member, I.D. card station staff, or in Environmental Safety and Emergency Management.

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. 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. Incumbent must possess a valid Michigan driver's license.

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.

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 tolerate exposure to the full range of weather conditions, In order to obtain a valid Michigan driver's license; the incumbent must possess 20/40 vision with or without corrective lenses.

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.

Excellent communication and interpersonal skills are desired.