



City of Framingham, MA

October 4, 2024

Position Vacancy

RFP #25-046-01

Position: Parking Enforcement Officer
Department: Police
Salary Range: M2: \$44,048.16 (\$22.15 per hour) – \$46,743.32 (\$23.97 per hour)
Schedule: Monday through Friday 8:00 a.m. – 4:00 p.m.



The City of Framingham is currently a 100% onsite work environment.

- Position will remain open until filled. Priority will be given to those who apply within the first 21 days.
- The Framingham Police Station is located at 1 William Welch Way, in downtown Framingham, and is accessible by the [MBTA Commuter Rail](#) and the [MWRTA](#).
- The City of Framingham offers a robust benefits package and is an eligible employer for the [Federal Student Aid Public Service Loan Forgiveness Program](#).
- We seek to hire a candidate who shares our commitment to Framingham and values civility, collegiality and working in a coordinated team environment to serve the City of Framingham.

Position Purpose:

The Parking Enforcement Officer enforces parking rules and regulations of the City of Framingham and acts as a liaison to business and residential community regarding parking issues as well as issues concerning quality of life.

Essential Functions:

The essential functions or duties listed below are intended only as illustrations of the various type 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.

1. Enforce parking regulations for the City of Framingham and maintains all related records as required by law.
2. May be required to assist with traffic duties, school posts and special events.
3. Performs other related duties as assigned or requested.

Qualifications:

- High school diploma or GED required
- 2 years related experience preferred
- Must have a valid MA driver's license
- Must be able to pass a background investigation and maintain certifications as required

Physical Demands:

The physical demands described here 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 the position's essential functions.

The employee is regularly required to remain in a stationary position, traverse distances, bend/stoop, and transport/move up to 10 pounds. Position requires employee to read documents for general understanding, read analytical documents that require close attention to detail, and view or comprehend information from computer monitors for general understanding. Advanced manual dexterity in combination with eye-hand coordination is required for this job.

Supervision Required:

This position reports to the Safety Officer.

Supervisory Responsibility:

This position does not supervise any employees.

Work Environment:

Employee is routinely exposed to extreme heat, cold, weather extremes, noise, (above normal office noise), fumes, gases, and dust.

Occupational Risk:

Duties regularly present exposure to traffic and to the public. Time is frequently spent outdoors with exposure to various conditions of seasonal weather.

The City of Framingham is committed to the ongoing pursuit of strategic diversity initiatives that help to position diversity, equity, and inclusion as central to municipality and community-wide excellence in the City of Framingham. In doing so, Framingham strives for a city culture and environment that fosters a true sense of belonging for all, provides opportunity for everyone to participate equally and fully in the city, their communities and neighborhoods in ways that helps to develop each individual's capacity to confidently and competently engage within and across difference. Given an evolving national context and the richness in the demographic and linguistic profile of our city, the City of Framingham has made a significant commitment to addressing and enhancing its community climate, culture and multiplicity of service capabilities as a city.

The City of Framingham is an Affirmative Action Equal Opportunity Employer.