



**PART-TIME CIVILIAN PARKING ATTENDANT
TOWN OF COLONIAL BEACH
POLICE DEPARTMENT
Salary: \$15.30/hour**

JOB SUMMARY

Under the direct supervision of the Administrative Lieutenant, the Civilian Parking Attendant (CPA) is responsible for ensuring that parking laws and ordinances are observed throughout the Town of Colonial Beach. The CPA conducts parking enforcement efforts by issuing notices of parking violations to vehicles observed to be in violation of local or state parking laws.

ESSENTIAL FUNCTIONS

- Issuing notices of parking violations to vehicles observed to be in violation
- Monitoring vehicles parked in time limit zones to ensure vehicles are in compliance with law. This may require direct physical observation, electronically marking tires with chalk or other methods as needed to ensure compliance
- Offering court testimony in parking ticket cases and other cases as required
- Maintaining accurate, up-to-date records of notices issued
- Entering records into a computer database
- Operating a motor vehicle and two-way radio
- Performing foot and vehicle patrols of Town streets and parking lots
- Performing traffic direction and disabled motorist services as required
- Facilitating towing of violating vehicles and equipment as required and authorized by the law
- Performs other duties as assigned

JOB CONTEXT

The Civilian Parking Attendant is a part-time position. This position requires close interaction with the public. The CPA will perform tasks that may require light physical activity such as lifting up to 20 pounds, walking or standing for extended periods, bending, stooping, and reaching. The position requires outdoor work in all weather conditions. May require extended periods of time at a workstation or keyboard.

WORK PERFORMANCE

The employee is required to follow departmental expectations and adhere to all rules, regulations, policies, and procedures in the Town of Colonial Beach Employee Handbook.

JOB REQUIREMENTS

EDUCATION

High school diploma or GED

LICENSES AND CERTIFICATIONS

Valid Virginia driver's license with the ability to meet and maintain Town insurability requirements

KNOWLEDGE, SKILLS AND ABILITIES

- Experience with Microsoft Office including Excel and other spreadsheet software/programs
- Well-developed interpersonal skills with the ability to deal tactfully and effectively with the public
- Ability to maintain a professional demeanor when handling complaints or concerns from internal or external customers
- Able to write legibly and express ideas clearly, both verbally and in writing
- General knowledge of parking, laws of the Town of Colonial Beach and the Commonwealth of Virginia

TOOLS AND EQUIPMENT

- Computer/handheld parking ticket device
- Copier/Scanner/Fax
- Telephone
- Automobile

SAFETY

The employee shall adhere to Town of Colonial Beach policies regarding safety precautions and the use of safety equipment. If a safety concern arises, the employee must stop any life-threatening activity immediately and in other cases immediately inform the employee's supervisor.

DISCLAIMERS

The job description is:

- Intended to describe the general nature and level of work being performed by employees assigned to this job title. It is not intended to be construed as an exhaustive list of all responsibilities, duties, skills and behaviors required of employees in this job title.
- Not an employment agreement or contract. The Town of Colonial Beach has the exclusive right to alter this job description at any time without notice.
- Intended to describe the essential functions of the position that a qualified individual must be able to perform, either with or without reasonable accommodation.

The Town of Colonial Beach is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Town of Colonial Beach will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Note: Nothing in this job description restricts management's right to assign or reassign duties and responsibilities at any time without notice.

05/05/2025