

## FIELD SUPVSR I - PARKING ENFORCEMENT

**Job Number:**

**195381**

**Description**

### FIELD SUPERVISOR I - PARKING ENFORCEMENT

#### BID/JOB ANNOUNCEMENT

**Department of Revenue**

This position is open to the general public and to all current city employees covered under the terms of the City's collective bargaining agreement with PUBLIC SAFETY EMPLOYEES UNION - Unit II (Bargaining Unit #02).

**IF YOU ARE A CURRENT CITY EMPLOYEE AND WANT TO EXERCISE YOUR CONTRACTUAL RIGHTS TO BID, YOU MUST APPLY ON THE BID ONLY SITE AT:**

[www.cityofchicago.org/CAREERS](http://www.cityofchicago.org/CAREERS)

**(Once the website opens, go to the left hand side bar under "I Want To..." and click on the link titled "Apply For." A new webpage will appear. Scroll down and click on the link titled "Bid Job Opportunities." A new webpage will appear. Click on the button titled "Get Started Online.")**

**IN ADDITION, YOU MUST CHECK THE BOX ON THE CAREERS APPLICATION TITLED "ALREADY EMPLOYED BY THIS COMPANY", CORRECTLY ENTER YOUR EMPLOYEE ID, AND SELECT THE CORRECT BARGAINING UNIT. YOUR EMPLOYEE ID CAN BE FOUND ON THE UPPER LEFT-HAND CORNER OF THE PAY CHECK STUB.**

**FAILURE TO CHECK THE "ALREADY EMPLOYED BY THIS COMPANY" BOX, ENTER YOUR EMPLOYEE ID, AND SELECT THE CORRECT BARGAINING UNIT WILL RESULT IN A REJECTED BID APPLICATION.**

**Number of Positions: 1**

**Duties:** Oversee a group of Parking Enforcement Aides engaged in identifying and issuing citations for parking violations pertaining to street signs, parking meters and fire hydrants. An understanding of the municipal codes and parking restrictions is required. Makes daily work assignments, assigning staff to patrol specific routes or areas to enforce the city's parking ordinances. Prepares work schedules to ensure adequate coverage for special events. Monitors field activities by making site visits to ensure proper enforcement of parking regulations and restrictions. Transports subordinates to and from assigned patrol areas as required. Trains staff on the provisions of parking ordinances and procedures for writing and issuing citations for parking violations. Reviews work activity reports and evaluates work performance of subordinate staff. Evaluates performance and makes changes in work assignments to increase productivity. Meets with subordinate staff to discuss and resolve problems relating to field activities. Acts as a liaison to other units and City agencies to assist in coordinating parking enforcement activities. Prepares productivity reports for management review. Performs related duties as required.

**Location:** Department of Revenue - Street Operations

**Address:** 2735 North Ashland Avenue, 2006 East 95<sup>th</sup> Street, 333 South State Street