ANNOUNCEMENT OF POSITION VACANCY
Parking Services Field Technician

SUMMARY: Reporting to the Parking Services Manager, the Field Technician enforces Colorado Mesa University (CMU) parking regulations. The technician performs both clerical and technical work involving patrolling for parking violations, writing tickets, and receiving fines. The work is performed under the general direction and supervision of the parking services manager but some leeway is granted for the exercise of independent judgment and initiative. The nature of the work performed requires that an employee in this position establish and maintain close cooperative working relationships with employees, students, administration, police and the general public. Patrolling and enforcement is done on foot and in a motorized cart year round.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other related duties may be assigned.

- Observes and marks parked vehicles for compliance with parking time limits and special parking;
- Patrols all lots to ensure vehicles display proper permits;
- Prepares and submits lists of damaged parking equipment and signs in need of repair;
- Answers inquiries regarding parking restrictions and provides directions and general information;
- Issues parking tickets and other moving and non-moving violations according to established procedures;
- Completes reports as required;
- May assist in directing the work of student employees;
- Attends meetings, conferences and workshops as requested and authorized.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

REQUIRED:

- High school diploma or equivalent;
- Experience in customer service and general office procedures and practices;
- Possess and maintain a valid State of Colorado driver’s license;
- Ability to quickly assimilate a thorough knowledge of campus parking rules and procedures;
- Excellent oral, written, and interpersonal communication skills, with the ability to establish and maintain effective working relationships with the campus community, supervisory personnel, police, and the general public;
- Ability to walk up to five miles daily and/or drive motorized cart in all weather conditions;
- Maintain high accuracy and attention to detail in all functions of the position, especially when under pressure to meet time-sensitive deadlines;
- Ability to operate a personal computer using standard word processing and spreadsheet and database applications appropriate to job responsibilities;
- Must be a logical and creative thinker capable of developing solutions in accordance with written specifications and oral instructions, who demonstrates ingenuity and inventiveness in the performance of assigned tasks;
- Ability to install and remove vehicle immobilization devices as required;
- Ability to train and supervise student staff;
- Ability to communicate with student staff via smart phone texts;
- Ability to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology.

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 essential functions.

- Sufficient clarity of speech and hearing which permits the employee to communicate well with employees, campus community, police and the general public both in person and on the telephone;
• Sufficient vision which permits the employee to make comprehensive visual inspections of parking locations and conditions and to record and review a wide variety of written reports, visual materials, and supplies;
• Sufficient manual dexterity which permits the employee to operate a computer keyboard and handle small objects;
• Sufficient personal mobility which permits the employee to walk to a variety of work sites, drive a car or cart, and transport materials or supplies weighing up to 50 pounds.

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Job tasks are performed both in an office environment and outdoors in all weather conditions. Technician must work a flexible schedule that may include evenings and weekends.

**TYPE OF APPOINTMENT:** Full-time administrative appointment.

**SALARY:** Commensurate with education and experience. Excellent health and retirement benefits package.

**APPLICATION DEADLINE:** Open until filled. To ensure consideration, complete applications must be received by October 21, 2016.

**APPLICATION:** Submit a cover letter describing qualifications and experience as they relate to the specific requirements, responsibilities, and preferences of this position, current resume, a copy of transcripts for all degrees completed (official transcripts will be required upon hire), the names, phone numbers and e-mail addresses of three professional references and of three current or previous supervisors whom we may contact, and the following completed forms:

- Applicant Authorization to permit Search Committee members to review candidate transcript
- Applicant Authorization and Release to Conduct Reference and Background Check form
- Voluntary Affirmative Action form

**Email to:** CMUJobs@coloradomesa.edu.

**PLEASE NOTE:** If e-mailing application materials, please put the search name in the subject line to ensure that your materials are forwarded to the appropriate search file. Electronic application materials must be submitted as a .pdf or Word document (no size limit). Electronic materials submitted in any other format will not be accepted. Please do not copy and paste application materials into the body of your email; send materials as attachments.

**Or mail to:**
Parking Services Field Technician Search Committee
Human Resources, LHH 237
Colorado Mesa University
1100 North Avenue
Grand Junction, Colorado 81501-3122
Phone: 970 248-1820

*Colorado Mesa University is committed to providing a safe and productive learning and living community. To achieve that goal, we conduct background investigations for all final applicants being considered for employment. Background investigations include reference checks, a criminal history record check, and when appropriate, a financial and/or motor vehicle history. Applicant must be able to verify U.S. employment eligibility. Colorado Mesa University is an Equal Opportunity Employer, committed to a culturally diverse faculty, staff and student body. Women and minorities are encouraged to apply.*