

PARKING ENFORCEMENT OFFICER

JOB DESCRIPTION:

The Parking Enforcement Officer, (PEO) shall be a non-sworn civilian employee of the Police Department. The parking enforcement officer shall be responsible for the enforcement of all parking regulations and ordinances within the Town of Sandwich and other various tasks at town owned recreation facilities and other municipally owned property within the Town of Sandwich.

SUPERVISION:

As a police department employee, the Parking Enforcement Officer shall be under the direct supervision of the Chief of Police and the general supervision of the on-duty police supervisor, whether it be the Chief of Police or the Patrol Sergeant during a given shift.

EXAMPLES OF DUTIES:

- Parking Permit/ Sticker Enforcement at all town owned recreation facilities, which are identified as: Squam Lake Beach and Boat Launch, Bearcamp Pond Beach and Boat launch, The Pot Hole Swimming Area and Beede Falls Park.
- Parking Enforcement along all State and Town owned roads and public ways and parking lots
- Enforce Animal Control violations within the Town of Sandwich.
- Inspection of watercrafts for foreign vegetation or marine life at the town owned boat launches and that they have a Town of Sandwich and/ or Town of Tamworth Permit (Bearcamp Pond Only).
- Explains facility rules to the public and assists them with directions, municipal office hours and locations as needed.
- Assist Lifeguards at recreation facilities as needed and handle non-water related behavioral, litter and facility issues and incidents as they arise and document same.
- Respond to and or handle non-emergency call for service as directed by the on-duty police supervisor. (examples of the calls are but limited to: Dogs at large, MV Unlocks, Found/ Lost Property, Assist with the direction and control of traffic at motor vehicle accidents, parades, road races, blocked roads due to hazards and other events or incidents as assigned by the police department.
- Render basic first aid to individuals as needed and notify Police and Fire Department if needed. If not needed the PEO shall advise the on-duty police supervisor and write a report of action taken.
- Notify police department and or fire-rescue department in emergency situations.
- Keep a log of daily activities, write and prepare incident reports, log in all found/lost property in accordance with police department policy.

REQUIREMENTS:

- Valid NH Driver's License
- Own or have use of reliable motor vehicle transportation. PEO receives a mileage stipend at the end of the summer season.
- Clean Motor Vehicle and Criminal Record

- Ability to deal with the public in confrontational situations.
- Experience using Microsoft Office Suite, able to type and learn the Information Management System used by the police department.
- Ability to use discretion and not reveal confidential information.
- Basic First-aid and CPR/AED Certified
- Attend department and municipal job related training and meetings as directed.

Hours:

Seasonal part-time employment: End of May through beginning of September and some special events during the fall and winter months. Summer hours consist of: Memorial Day Weekend. Proceeded by weekends in June through the end of school. The months of July and August the PEO will work up to 32 hours, primarily weekend and all holidays during the summer months, through Labor Day weekend.