



City of Hamtramck

3401 Evaline Street Hamtramck, Michigan 48212

Telephone 313-800-5233

Parking Enforcement (Part-Time)

An Equal Opportunity Employer

Job Description Summary:

The Hamtramck Parking Enforcement Officer monitors and patrols parking on the street, open lots, etc., issuing citations and responding to parking inquiries and complaints from the Police Department and general public.

Essential Job Duties:

The following duties are normal for this position. The omission of specific statements of duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

- Enforce laws and ordinances of the City of Hamtramck as it pertains to parking.
- Patrolling on foot and in a vehicle issuing parking citations for vehicles that are illegally parked.
- Provide information and assistance to the general public.
- Additional Duties as assigned.

Pay Rate: \$20/ hour.

This position requires candidate to have flexible availability and scheduling will be determined by the Police Department.

Application Process: Download an application at <https://hamtramck.us/wp-content/uploads/2021/05/Hamtramck-Application-Final-05072021.docx>. Return completed application and resume via email to hr@hamtramckcity.com.

This information is subject to change as the needs of the City and job requirements change.

The City of Hamtramck is an equal opportunity employer and will not unlawfully discriminate on the basis of race, color, sex, religion, national origin, age, height, marital or veteran status or the presence of medical conditions or disability. Michigan and Federal laws require employers to make accommodations to persons with a disability if the disability can be accommodated within certain guidelines, and the individual can perform the essential job duties with or without such accommodation. Persons with a disability may request an accommodation of their disability by notifying the City of Hamtramck City Manager's office in writing of the need for accommodation.