



# CITY OF STUART CAREER OPPORTUNITIES

Human Resources  
121 SW Flagler Avenue  
Stuart, FL 34994  
www.cityofstuart.us

The City of Stuart is a historic coastal community with a population of 16,500 and offers unique downtown shops, galleries and restaurants that add to our small town charm. Awarded “America’s Happiest Seaside Town 2016” by Coastal Living and “Most Beautiful City 2008” by America in Bloom, the City of Stuart offers a quality lifestyle for residents and visitors alike.

## PT Civilian Enforcement Officer/Parking Enforcement (Police Department)

**Hiring Range:** \$18.13 per hour

**Police Department**

**Pay Range:** \$18.13 – \$26.90 per hour

**FLSA Status:** Non Exempt

**Announcement Date:** April 3, 2019

**Closing Date:** Open Until Filled

***\*\*Wednesday – Friday 12:00 noon – 8:00 p.m. with rotating Saturdays\*\****

**MUST submit Application Packet available at (<http://www.cityofstuart.us/index.php/police-employment-opportunities>) directly to the Stuart Police Department located at 830 Martin Luther King, Jr. Blvd. Stuart.**

In addition to a satisfying work environment where employees are respected and valued for their contributions, the City of Stuart offers an attractive benefits package and award-winning wellness program. We offer two (2) medical and dental plans, supplemental insurance, deferred compensation, retirement benefits through the Florida Retirement System, and more to all full time and part time eligible employees. We offer paid time off and paid holidays. The City pays up to 90% of employee medical insurance premiums for full time employees.

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### **Characteristics of the Class**

Under the direction of the Civilian Enforcement Unit Supervisor and the general supervision of the Support Services Captain, is primarily responsible for the enforcement of City parking ordinances. Tasks are primarily service oriented and include issuing citations for parking violations, dispensing information, providing assistance through referrals, testifying in court, and other limited public safety services to include the enforcement of municipal codes, license and business code regulations, ordinances, and the Zoning and Land Development Codes. Assists sworn police officers with civil enforcement functions and reporting. Incumbent must be able to act without close supervision and exercise independent judgment. This position requires working various hours to include nights and weekends. Assists sworn police officers with civil enforcement functions and reporting.

**Illustrative Duties** (the following are highlights; a detailed job description is available in Human Resources)

- Patrols streets primarily on a Segway, on foot and golf cart in designated areas of the City. Patrols primarily the downtown area for three-hour parking violations and other parking violations.

- Attends weekly Downtown Business Association (DBA) meetings. Initiates contact with both business operators and residents. Establishes and maintains an open line of communication with the community.
- Responds to calls for service and takes action upon observing circumstances requiring attention. Responds to parking complaints as reported throughout the City and attempts to resolve them through enforcement or other appropriate means.
- Requests officers to respond to traffic crashes, public safety hazards, or the scenes of crime as discovered. Assists police officers when requested with traffic control at traffic crash scenes, fires, and other emergency situations.
- Provides information and/or assistance to the public. Provides directions to citizens. Informs citizens of available services in the community..

**Minimum Qualifications and Education/Licenses and Certifications**

High School Diploma or equivalent. Prior experience in parking enforcement preferred and two (2) years of code enforcement experience, customer service experience, or related field.

Possession of a valid Florida Driver License is required.

**Essential Physical Skills and Environmental Conditions**

Task involves mostly walking, at times over rough or uneven surfaces, sitting, stretching, pushing, pulling, bending, stooping, standing; some lifting and carrying objects of moderate to heavy weight (30-50 pounds); and/or the operation of vehicles, office equipment, keyboard, or hand tools in which manipulative skills and hand-eye coordination are important ingredients of safe and/or productive operations. Position may also involve the complex operation of gasoline, electric, or diesel-powered machinery or police equipment requiring the manipulation of multiple controls, fine adjustments, or both. Task requires the ability to work outside with frequent exposure to adverse environmental conditions including but not limited to, sun, heat rain, noise, and interacting with vehicle traffic. Task requires sound, visual, color, odor, depth and texture perception and discrimination. Task requires oral and written communications ability.

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**A City of Stuart Police Department “Application for Employment Packet” can be obtained through our website (<http://www.cityofstuart.us/index.php/police-employment-opportunities>). Applications for Employment Packet must be delivered directly to the City of Stuart Police Department.**

**The City of Stuart is a tobacco-free/vaping-free workplace.** All applicants must attest that they have not used tobacco or nicotine products for the preceding 3-month period from the date of application. Candidates chosen for positions with the City of Stuart must undergo pre-employment screening to include verification of their non-use of tobacco or nicotine products in order to be considered for employment.