



Memories Start *Here*

Town Of Old Orchard Beach  
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### **Parking Enforcement Supervisor**

The Town is seeking a responsible, motivated Parking Enforcement Supervisor to oversee daily parking operations, supervise staff, and ensure compliance with local parking regulations. This position involves significant public interaction, field supervision, and coordination with the Police Department, Public Works, and Dig Safe. This position is part time during the off season and full time during the peak season.

#### **Key Duties:**

- Supervise and train parking enforcement staff
- Patrol enforcement areas and wear a designated uniform
- Handle public complaints and deescalate tense situations
- Authorize towing and investigate abandoned vehicles
- Maintain and repair parking kiosks
- Manage signage, inventory, and parking related equipment
- Assist with seasonal hiring
- Maintain records and safeguard collected funds
- Prepare schedules and oversee daily operations
- Work outdoors in all weather conditions

#### **Qualifications:**

- 2+ years working with the public
- Valid driver's license
- Strong communication and conflict resolution skills
- Ability to supervise staff and work independently
- Knowledge of parking regulations is preferred
- Associate's degree preferred

**Physical Requirements:** Outdoor work, walking, standing, driving, kneeling, climbing, and clear verbal communication.

**We are an Equal Opportunity Employer.**