



Sundance Square is seeking qualified individuals looking for a rewarding career in the heart of downtown Fort Worth. The Sundance Square team creates a safe environment for all through training, vigilance, and teamwork, while always maintaining a professional demeanor. We are dedicated to serving the residents, tenants, and visitors of Sundance Square.

We pride ourselves in providing a sense of security for all members of our community and visitors to enjoy our shopping, dining, and entertainment venues.

Sundance Square offers great pay, excellent benefits, and ongoing professional development in a collaborative team culture.

To apply, please review the relevant job description. **Next, submit a resume and cover letter to [info@sundancesquare.com](mailto:info@sundancesquare.com).** Please make sure to include **the position's title** in the subject line of your email.

# Sundance Square

Parking Enforcement Specialist

Fort Worth, Texas



# Job description

## Parking Enforcement

Our organization is looking to hire two second-shift employees to assist with parking enforcement. The Parking Enforcement position is responsible for checking for payments, ensuring parking rules are followed, and writing citations where applicable. The candidate must be self-motivated, enjoy working with others, have outstanding communication skills (written and verbal), and have a high level of attention to detail.

As a Parking Enforcement officer, you will report to Parking at Sundance Square Management LLC.

### **In this parking enforcement, employees' primary job responsibilities include:**

- Effectively enforce parking violations with written citations
- Provide general information to customers
- Immediately report any accidents, incidents, or safety concerns
- Flexible scheduling with mandatory seasonal schedules
- Perform other duties and special projects as needed
- Excellent customer service skills and communication
- Team player willing to assist as needed

### **Requires Knowledge, skills, and abilities (Qualifications)**

- 18 and over
- Basic computer skills using spreadsheets and online dashboards
- Must comply with all company policies and procedures
- Requires background and Drug Test
- Driver's license
- Ability to communicate effectively with Executives, business partners, and other employees

### **Physical Demands**

- Generally, requires standing, walking, sitting, climbing, carrying, using hands, handling documents, bends and stooping as needed, and reaching with hands and arms
- Must be able to communicate with others and exchange accurate information verbally

### **Work Environment.**

- Ability to work in an indoor and outdoor environment
- Ability to work nights and weekends

Job Type: Full-time

Salary: From \$32,000.00 per year

### **Benefits:**

- 401(k)
- 401(k) matching
- Dental Insurance
- Employee assistance program
- Employee discount
- Flexible schedule
- Flexible spending account
- Health insurance
- Health savings account
- Life insurance
- Paid time off
- Parental leave
- Professional development assistance
- Retirement plan
- Tuition reimbursement
- Vision insurance

### **Schedule:**

- 2nd shift
- Weekend availability

### **Ability to commute/relocate:**

- Fort Worth, TX 76102: Reliably commute or planning to relocate before starting work (Required)

### **Experience:**

- Customer service: 1 year (Preferred)

License/Certification:

- Driver's License (Preferred)

Work Location: In person

\*Must be able to perform all of the essential duties of the job with or without reasonable accommodation

Equal Opportunity Statement Sundance Square Management and Sundance Square Security are both Equal Opportunity Employers. All aspects of employment, including the decision to hire, promote, discipline, or discharge, will be based on merit, competence, performance, and business needs, both do not discriminate on the basis of race, color, religion, marital status, age, national origin, ancestry, physical or mental disability, medical condition, pregnancy, genetic information, gender, sexual orientation, gender identity or expression, veteran status, or any other status protected under federal, state, or local law.