

POSITION DESCRIPTION

Title	FT Parking Enforcement Officer	Type	
Department	Parking	Union	Union (Teamsters)
Date	March 21, 2023	Location	445

SUPERVISION RECEIVED:

Works under the general supervision of the Borough Manager.

SCOPE OF WORK:

Enforcement of the Borough's parking regulations and codes; inspection of meters for proper operation; provide general information to public; collection of monies from meters; and other clerical duties as assigned by supervisor.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Daily enforce parking regulations and codes in the Borough using foot patrol regardless of weather conditions.
2. Write tickets for parking violations using ticket forms provided by the Borough and properly affix to vehicles.
3. Familiarize self with District Magistrate's procedures in the area of:
 - a. The issuance of citations for delinquent or unpaid parking tickets.
 - b. Maintain records of all parking tickets for future presentation in court.
 - c. Respond to and answer subpoenas requiring appearance in the District Magistrate's Court and/or the Court of Common Pleas.
 - d. Testify on behalf of the borough in all matters involving parking tickets and any subsequent hearing.
4. Familiarize self with parking regulations and codes of the Borough, streets, public places, emergency procedures, and Borough procedures relating to money handling.
5. Process tickets in accordance with Borough procedures.
6. Maintain professional behavior while in the performance of duties, especially with public. Direct public to proper authority to resolve complaints or make inquiries.
7. Make minor repairs to meters, such as removing jammed coins, winding meters, closing open heads, etc.
8. Report damaged meters to supervisor at end of the patrol by location and meter number.
9. Collect monies from meters, pay stations and ticket boxes. Deposit or process monies in accordance with departmental and Borough procedures insuring proper accountability for money.
10. If in assigned area or going to assigned area, enforcement officer may make and pick up deliveries for Borough offices.

11. In the short-term absence of the secretary, perform clerical duties to include staffing payment window and answering phone.
12. Other related duties as assigned by the supervisor.

SKILLS, KNOWLEDGE, AND ABILITIES

Ability to deal effectively with the public; patrol and assess the assigned area for parking violations and walk long distances in all weather conditions.

Ability to communicate clearly and concisely, both orally and in writing.

Ability to interpret, explain, and apply applicable laws, codes, and regulations and issue parking citations; perform mathematical calculations quickly and accurately.

Ability to read, interpret, and record data accurately and write clearly and legibly to record necessary information for processing of parking tickets. Make sound decisions within established guidelines; analyze a complex issue and develop and implement an appropriate response

Ability to organize, prioritize, and follow-up on work assignments.

Ability to remain calm under stressful situations.

Ability to work independently and as part of a team and establish and maintain effective working relationships; follow written and oral directions.

Ability to observe safety principles and work in a safe manner.

Ability to bag coin collection and secure bags in the vault located in the main office.

Ability to push coin collection cart.

Ability to frequently lift up to fifty (50) pounds.

Considerable knowledge of the Borough.

Ability to deal effectively and professionally with citizens, especially in unpleasant enforcement situations.

Considerable knowledge of Borough's parking regulations.

Ability to use discretion in the issuing of tickets by recognizing unusual or mitigating circumstances.

MINIMUM QUALIFICATIONS

High school degree or equivalent.

No prior meter attendant experience necessary.

Experience in greeting and handling people.

Valid Pennsylvania driver's license.

SPECIAL WORK REQUIREMENTS

Employees must wear department-issued uniforms while working. Employees may be required to work on Saturdays at the discretion of the Borough.

PHYSICAL DEMANDS/WORK ENVIRONMENT

Position requires ability to perform a variety of duties requiring moderate to strenuous physical effort, significant walking with exposure to uncomfortable weather conditions, including standing, reaching, twisting, turning, kneeling, bending, squatting, and stooping in the performance of daily activities. The position also requires both near and far vision, and acute hearing. Additionally, the position entails working outdoors in all weather conditions, including wet, hot, and cold. Incumbents may be exposed to fumes, dust, and air contaminants. Position requires sufficient physical capability to do the following:

Patrol by foot, long hours and in various weather conditions.

Place parking violations on windshields of various types of automobiles, buses, vans, and trucks.

Safely operate automobiles.

Ability to lift 50 lbs.

Ability to climb flights of stairs

ADDITIONAL EMPLOYMENT INFORMATION

The Borough of Stroudsburg is an equal opportunity employer, and will provide reasonable accommodations to applicants with disabilities, in accordance with the law. Applicants requiring a reasonable accommodation for any part of the application and hiring process should contact lkopp@strodusburgboro.com. Individual determinations on requests for reasonable accommodation will be made in accordance with all applicable laws. All qualified applicants will receive consideration for employment without regard to actual or perceived race, color, religious creed, ancestry, sex, national origin, disability, sexual orientation, gender identity, or gender expression