

*Position Description – Parking Enforcement Officer*

POSITION DESCRIPTION

Class Title: Parking Enforcement Officer      Union: Teamsters  
Department: Parking

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.

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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 walk long distances in inclement weather.

Ability to read and write clearly and legibly to record necessary information for processing of parking tickets.

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.

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**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. Duties require employees to walk an average of ten (10) miles per day in all types of weather. Employees may be required to work on Saturdays at the discretion of the Borough. Duties require employee to listen to much complaining, which may become abusive.