

JOB TITLE: Parking Enforcement Officer
DEPARTMENT: Police Department
REPORTS TO: Chief of Police

JOB DESCRIPTION:

The Parking Enforcement Officer is a civilian employee of the Police Department. Job responsibilities include enforcement of all laws, rules and regulations pertaining to Borough Street parking, with special emphasis on street metered parking. This position is included in the Borough's SEIU Union Contract.

TYPICAL DUTIES:

Typical duties of the Parking Enforcement Officer include:

- Enforcement of all laws regarding street parking within the Borough. Street metered parking receiving special attention.
- Issue citations as required.
- Assist with tagging illegally parked vehicles for street sweeping.
- Report Defective, broken, or missing meters to the proper department.
- Report violations of the Police Department when violations are evident.
- Clerical work within the Police Department when necessary.
- Perform related duties as assigned by the Chief Police.

KNOWLEDGE SKILLS: The Parking Enforcement Officer should have knowledge of the laws and ordinances pertaining to street parking within the Borough, as well as knowledge of the parking schedule of various streets. The ability to understand and carry out oral and written instructions is required, as well as the ability to work independently. The Parking Enforcement Officer should have the ability to courteously deal with the public.

SUPERVISION RECEIVED:

The Parking Enforcement Officer works under the direction and supervision of the Chief of Police.

SUPERVISION EXERCISED:

None

EDUCATION, TRAINING AND EXPERIENCE:

A High School Diploma, or equivalent (G.E.D.) is required and must have the ability to work independently. The Parking Enforcement Officer must possess and maintain a valid PA Motor Vehicle License.