

POSITION DESCRIPTION

Title	Part Time Parking Enforcement Officer	Type	Laborer
Department	Parking	Union	None
Date	July 18, 2018	Location	2

GENERAL PURPOSE

In this position, duties include 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.

Reporting Structure

Reports directly to the Zoning Officer and will work under the general supervision of the Public Works Director and Borough Manager.

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 equipment and forms provided by the Borough and properly affix to vehicles.
3. Familiarize self with District Magistrate's procedures in the area of:
 - The issuance of citations for delinquent or unpaid parking tickets;
 - Maintain records of all parking tickets for future presentation in court;
 - Respond to and answer subpoenas requiring appearance in the District Magistrate's Court and or the Court of Common Pleas;
 - 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, replacing meter domes, 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 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.
13. Perform all duties in conformance to appropriate safety and security standards.

REQUIRED MINIMUM QUALIFICATIONS

1. High School Degree or Equivalent
2. Valid Pennsylvania driver's license

PREFEERED SKILLS, KNOWLEDGE, AND ABILITIES

1. Ability to walk long distances in inclement weather.
2. Ability to read and write clearly and legibly to record necessary information for processing of parking tickets.
3. Considerable knowledge of the Borough.
4. Ability to deal effectively and professionally with citizens, especially in unpleasant enforcement situations.
5. Considerable knowledge of Borough's parking regulations.
6. Ability to use discretion in the issuing of tickets by recognizing unusual or mitigating circumstances.
7. Knowledge of procedures to follow in emergencies.

Physical Demands

1. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
2. While performing the duties of this job, the employee is regularly required to use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms.
3. Duties require employees to walk an average of ten (10) miles per day in all types of weather.
4. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception, peripheral vision and the ability to adjust focus.
5. The employee will be required to and must occasionally lift and/or move up to 50 pounds and occasionally lift and/or move objects greater than this with help.

Work Schedule and Environment

1. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
2. Employees may be required to work on Saturdays at the discretion of the Borough.

3. Employees must wear department-issued uniforms while working.
4. This is a part-time position (48 Hours Bi-weekly). Hours will typically be scheduled between 8 am – 5 pm, Monday, Wednesday and Friday one week and Tuesday, Thursday and Saturday the next week. Evening, weekend or hours adjustments may be required as job duties demand.
5. This is a drug free work environment. Drug and alcohol testing is administered in accordance with the Borough of East Stroudsburg Personnel Manual.
6. While performing the duties of this job, the employee on a daily basis will be working outside for extended periods of time up to and including an entire work period. This includes working in all types of weather climates inclusive of extreme heat, humidity, cold, wind, and precipitous weather conditions.
7. Daily reporting location is the East Stroudsburg Municipal Building and work is performed there as well as at locations throughout the Borough.

Pre-Employment Conditions

1. Prior to employment, an applicant selected for this position must satisfactorily complete a drug and/or alcohol screening test and physical examination to determine if an applicant is physically capable of meeting the essential functions of the job.
2. Background and prior employment verification will be performed on the applicant selected for this position.

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

The Borough of East Stroudsburg is an Equal Opportunity Employer.