

POSITION DESCRIPTION

Title	Full Time Parking Officer	Type	Non-Management
Department	Parking	Union	Teamsters-Local 773
Date	7/7/2025	Location	

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; property maintenance violations; and other clerical duties as assigned by supervisor.

Reporting Structure

Reports directly to the Director of Finance and will work under the general supervision of the Director of Finance and Borough Manager.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Enforce parking regulations and codes in the Borough daily using foot patrol regardless of weather conditions.
2. Write tickets for parking violations in areas assigned by the Supervisor 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 an assigned area or going to assigned area, enforcement officer may make and pick up deliveries for Borough offices.
11. Other related duties as assigned by the supervisor.
12. Perform all duties in conformance to appropriate safety and security standards.
13. Responsible for enforcement of Borough Property Maintenance Code and other codes as directed by Supervisor.

REQUIRED MINIMUM QUALIFICATIONS

1. High School Degree or Equivalent
2. Valid Pennsylvania driver's license
3. Must obtain Pennsylvania Certified Parking Meter Inspector Certificate within one year of date of employment.

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 are required to work on Saturdays.
3. Employees must wear department-issued uniforms while working.
4. This is a full-time position (40 Hours weekly). Hours will typically be scheduled as follows: Monday to Saturday, between 09:00 AM to 08:00 PM; Sunday Off. Hour 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 Borough Annex Building at 66 Analomink Street, East Stroudsburg, 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.

I have read and understand this classification description and hereby certify that I am qualified to perform this job, with or without reasonable accommodation.

Employee:

By: _____

Print name: _____

Date: _____

Borough Manager:

By: _____

Print name: _____

Date: _____