JOB DESCRIPTION

JOB TITLE: Parking Enforcement

DEPARTMENT: Police

Position Summary: Under general supervision, perform routine technical law enforcement duties related to parking control and vehicle towing in a Borough vehicle; patrol restricted parking zones on assigned schedules and routes; mark vehicles and observe vehicles for conformity with parking ordinances; issue parking tickets or warnings of removal for violations of parking ordinances or abandonment and storage; explain reasons for tickets or warnings to upset citizens and respond to violator's excuses; and appear in court to provide factual information regarding contested tickets or towed vehicles; use State and department computerized information systems to investigate and locate vehicles belonging to non-paying habitual offenders of parking laws; operate police radio to report collisions; run computer checks on suspicious or possibly abandoned vehicles, and report downed signs and complaints; keep routine logs and statistics; file abandonment reports with proper agencies and parties as necessary; provide directions and information to public, and aid in directing traffic as necessary; and do other duties as required.

Essential Duties and Responsibilities: Patrol borough to issue parking tickets to overtime parking violators and enforce parking regulations; patrol area on foot/vehicle, check residential permit parking, slot boxes, metered zones, handicapped parking, fire zones and no parking zones.

Respond to inquiries and complaints from public, explain parking regulations, and attend hearings.

Job Specifications: (* indicates developed after employment)

Education/Employment: Any combination of the education and experience which indicates possession of the skills, knowledge and abilities listed below. An example of acceptable qualifications for this position is completion of high school or the equivalent and willingness to learn civilian police practices and procedures. Must possess and maintain a valid Pennsylvania driver's license.

Knowledge: Basic grammar and proper spelling for completing vehicle abatement forms, citations and reports. Through knowledge of borough parking ordinances and regulations*; of police radio procedures*. Advanced knowledge of borough geography*.

Abilities: To follow written and oral instructions; work independently with minimal supervision to perform a limited variety of regular assignments; deal tactfully with upset people and ability to explain parking or abandoned vehicle ordinances and departmental procedures; learn the borough layout, assigned schedules and routes, Police Department policies and procedures, parking restriction laws and appropriate citations or warnings; learn radio communication procedures; accurately record necessary information such as license plate, location, vehicle description and parts inventory, violation and penalty; effectively communicate with other departments and employees; work effectively in a team environment; learn limited operation of department computer based information systems; testify in court regarding facts in contested

parking tickets and / or towed vehicles cases; and read, interpret and apply state and municipal ordinances governing vehicle towing. Ability to speak Spanish is highly desirable.

PHYSICAL STANDARDS: Ability to walk for extended periods of time. Requires repetitive reaching and stooping to mark vehicles and prepare and place parking tickets or abandoned vehicle notices on windshields; field of vision to move quickly or direct traffic and avoid being hit by vehicles. Color vision is required for the position.

OTHER REQUIREMENTS: No history of personal or criminal conduct, which may affect suitability for employment.

WORKING CONDITIONS: Positions in this class may have periodic disagreeable working conditions including traffic noise, dirt, chalk, vehicle fumes, vibration of parking control vehicle and heat, cold and dampness from working in a variety of weather conditions.

REPORTS TO: Police Chief

FLSA STATUS: Non-exempt

DATE: Revised January 2015