BOROUGH OF GETTYSBURG
PARKING DEPARTMENT

Position Description for
PART-TIME PARKING ENFORCEMENT OFFICER

Name: 
Job Status: Part-time
Working Title: Parking Enforcement Officer
Department: Parking Department
Hours of Work: Needed Between
7:00 AM – 8:30 PM
Monday - Sunday
Reports to (Title): Parking Manager
Date of Hire:

General Summary of Responsibilities:

Position performs routine parking enforcement work involving the issuance of parking fines or citations throughout the Borough. Work is performed in accordance with established rules and regulations governing parking laws.

Work may be performed during regular business hours, assigned shift, and/or at all other times as may be necessary due to schedules and emergencies.

The employee works under the direct supervision of the Parking Manager and/or Parking Supervisor. Employees may have contact with other Borough offices to resolve problems and with the public for the purpose of relaying factual information or explaining simple procedures.

Duties of the Position:

Enforces various parking and other traffic-related ordinances.

Patrols a regularly assigned area or responds to complaints to check metered, unmetered, limited time, private property parking, and restricted parking zones for parking violations within the Borough limits.

Issues parking violations and makes arrangements with the Parking Manager / Parking Supervisor to boot located delinquent vehicles or requests the towing of vehicles in accordance with ordinance and violation procedures.

Chalks tires of vehicles parked in unmetered limited time zones as required; records time and returns at specified interval; issues parking ticket for overtime parking violations.

Patrols streets posted and scheduled for cleaning and restricted parking for other reasons and issues parking tickets to violators as warranted.
Maintains contact with the Parking Department to receive complaints, checks vehicle registrations, receives special instructions, requests assistance or reports emergency situations.

Drives vehicle to perform assigned details, maintains assigned equipment, completes reports and maintains records.

Assists office personnel in processing citations and sending out notices to previously cited vehicle owners as required.

Testifies at judicial procedures involving parking violations.

Performs routine minor repairs on meter mechanisms as required.

Assists police department with traffic control for parades, wide loads etc. as instructed by management.

Assembles, places and removes parking bucks / meter bags for funerals, parades, construction projects etc. as instructed by management.

Assists meter maintenance personnel with the collection of parking fines from Fine-O-Meter boxes, the collection of parking meter coins from Borough streets and parking lots, and the transportation of coin to and from the bank as assigned by management personnel.

Attends required trainings and completes all training requirements.

Performs other duties, including duties of other classifications (higher and lower as conditions warrant), and assists other departments as assigned by the Parking Manager, Parking Supervisor or Borough Manager.

**Required Knowledge, Skills, and Abilities:**

Ability to read, write and communicate in the English language.

Ability to understand and follow detailed oral and written instructions.

Ability to drive a motor vehicle.

Ability to establish and maintain effective working relationships with supervisors, coworkers, and the general public.

Ability to learn and understand appropriate vehicle parking ordinances and traffic laws related to parking in the Borough.
Ability to convey factual information concerning parking regulations to the general public. Ability to maintain composure and self-control when dealing with an angry public.

Ability to learn and perform simple mechanical operations.

**Physical Requirements of the Position:**

Ability to perform a variety of duties requiring moderate to strenuous physical effort, significant walking with some exposure to uncomfortable weather working conditions.

Position requires sufficient physical capability to do the following:
- Patrol by foot, long hours and in various weather conditions, the streets within the municipality;
- Place parking violations on windshields of various types of automobiles, buses, vans and trucks;
- Place chalk marks on tires and roadway surfaces;
- Wear the complete Parking Enforcement Officer’s uniform; and
- Safely operate automobiles.

**Minimum Acceptable Training and Experience:**

Completion of high school or its equivalent.

Willingness to perform work of a physical nature in the out-of-doors under various weather conditions.

Possession of a valid Pennsylvania Class C Driver’s License.

Submit to pre-employment drug and alcohol testing as well as a willingness to submit to periodic, random drug and alcohol testing.

No record of convictions or ARD dispositions for driving under the influence of drugs and/or alcohol.

No record of felony convictions, and a willingness to submit to a criminal background investigation.