

## **Parking Enforcement Officer Police Department**

A Parking Enforcement Officer works in the Traffic Division of the City's Police Department enforcing city, state and county motor vehicle, and parking ordinances, codes and regulations.

To apply for this position, a person must:

- have the ability to comprehend, carry out and explain complex verbal and written instructions;
- have knowledge of state, county and city vehicle, parking, codes, ordinances and practices; procedures, terminology and techniques to operate two-way radios;
- have the ability to interpret, apply, explain and enforce laws, codes and ordinances related to parking enforcement;
- have the ability to exercise sound judgment within established guidelines and supervisory direction;
- have graduated from high school or have a G.E.D. equivalent;
- possess a valid Pennsylvania driver's license and a safe driving record;
- pass a criminal records review and background check prior to employment;
- establish and maintain effective courteous working relationships with staff, public and other governmental agencies;
- have the ability to communicate effectively both orally and in writing; and
- have the ability to prepare and maintain clear, concise and accurate documentation.

Applications are available at the City of Easton, 1 South Third Street, Room 618, Easton, PA 18042, or by calling 610-250-6622. E-mail correspondence should be sent to [humanresources@easton-pa.gov](mailto:humanresources@easton-pa.gov). Please submit completed applications and references to the City of Easton, Human Resources Office at the address listed above.

## **Parking Enforcement Officer Police Department/Traffic Division**

**Class Title:** Parking Enforcement Officer  
Police Department/Traffic Division

**Class Definition:** Working under the general supervision of the Captain of Administrative Services and the Lieutenant of Records, a person in this position enforces city, state and county motor vehicle, and parking ordinances, codes and regulations; interacts with the public in regard to enforcement issues and general information matters; services and maintains parking enforcement equipment, such as meters, parking machines and signs; and performs related duties as assigned.

**Distinguishing Features of Work:** A Parking Enforcement Officer initially works under general supervision and is responsible for the full range of parking enforcement functions, such as issuing standard citations and maintaining equipment. The Officer is expected to become increasingly knowledgeable of state and city laws, ordinances, procedures and practices pertaining to vehicles and parking, and to carry out assignments with increasing autonomy and accountability. May provide

lead direction to less experienced staff. Employee performs routine patrolling of city to ensure parking rules and regulations are being observed in parking lots, metered parking spaces, and on the street.

**Examples of Work:** (Note: The following examples of work are only illustrative of the kind of work to be performed by persons of this class, and are not intended to be all-inclusive or exclusive. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.) This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Patrols assigned areas, such as public parking lots or sections of the city, to issue tickets to overtime parking violators. Surrenders ticket book at end of shift to supervisor to facilitate preparation of violation records. May report missing traffic signals or signs to superior at end of shift. Chalks tires of vehicles parked in un-metered spaces, records time, and return at specified intervals to ticket vehicles remaining in spaces illegally. Enforces parking laws and regulations; patrols streets in a vehicle, or on foot; identifies vehicle, parking and determines, writes and/or issues citations or warnings in accordance with City, county and/or state laws, regulations, ordinances and procedures. Walks to assigned areas to check parking meters and write tickets when expired; writes tickets for vehicles left in no parking zones and lanes. Patrols (on foot and in car) permit parking lots and writes tickets for vehicles without permits. Interacts intensively with the public on an ongoing basis; receives, listens to and skillfully handles parking enforcement issues and complaints; educates the public regarding parking regulations and citations; answers questions from public regarding city geography and other general matters; as necessary, questions and concerns or refers complaints and requests to supervisor or other departments as warranted. Requests supervisor's assistance, guidance and/or intervention as needed and provides clear, concise documentation and explanation; as necessary, prepares for, appears and testifies in court. Services and maintains parking enforcement equipment and vehicles; monitors proper functioning of, cleans and performs minor repairs of parking meters and machines; notifies supervisor of malfunction that require repair outside scope of expertise; identifies curb repainting and signage needs and recommends resolution to supervisor; cleans and gases vehicles. Prepares written reports as necessary. Provides written and verbal testimony in administrative hearings.

**Tools and Equipment Used:** Mainframe computer terminal; personal computer, including word processing software; copy machine, fax machine, base radio, calculator, phone, and vehicle.

**Physical and Mental Demands:** The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

#### Physical Demands

While performing the duties of this job, the employee is frequently required to sit and stand; walk long distances; drive a vehicle; talk and hear, both in person and by radio; use hands to finger,

handle, feel or operate equipment; engage in repetitive movements of hands and wrists; reach with hands and arms; stoop, bend, kneel and crouch and occasionally lift or move up to twenty-five pounds.

Specific vision abilities required by this job include close vision, distance vision, color vision, the use of both eyes, depth perception, peripheral vision and the ability to adjust focus.

#### Mental Demands

While performing the duties of this class, the incumbent is regularly required to use written and oral communication skills; analyze and solve problems; use math; observe people and situations; read and interpret data, information and instruments; learn and apply new skills; work with constant interruptions; and interact with the public, some of whom may be dissatisfied, quarrelsome and/or abusive.

**Work Environment:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee frequently works in all types of outdoor weather conditions in or near moving and/or heavy traffic. The incumbent is regularly exposed to fumes or airborne particles and loud or prolonged noise levels and occasionally works near moving mechanical parts.

**Necessary Knowledge, Skills and Abilities:** Ability to comprehend, carry out and explain complex verbal and written instructions. Ability to maintain continuous mental and/or visual effort for a sustained period. Knowledge of state, county and city vehicle, parking, codes, ordinances and practices; procedures, terminology and techniques to operate two-way radios. Ability to interpret, apply, explain and enforce laws, codes and ordinances related to parking enforcement; exercise sound judgment within established guidelines and supervisory direction; analyze situations and determine appropriate course of action; prepare clear and concise correspondence; establish and maintain effective courteous working relationships with staff, public and other governmental agencies; Ability to communicate effectively both orally and in writing; prepare and maintain clear, concise and accurate documentation. Ability to mount and dismount curbs; reach under and lift windshield wipers to place tickets; and stand/walk for long periods of time in all types of adverse weather conditions. Ability to operate motor vehicles and to use radios and other related equipment. Skill in the operation of listed tools and equipment.

**Qualifications Required for Appointment:** Graduation from high school or G.E.D. equivalent. Possession of a valid Pennsylvania driver's license and a safe driving record. Applicants are required to undergo and pass a criminal records review and background check prior to employment.

**Work Schedule:** Per established departmental policy (both day and night time hours).

2/23/07