

CITY OF LOCK HAVEN, PENNSYLVANIA

Job title: Parking Enforcement Officer (Part-time)

Work Site: Public Safety Department, Lock Haven City Hall (20 E Church Street)

Work Hours: (4 Hrs/Day) (20-25 Hrs/Wk) normally 5 days a week varying from Monday-Saturday

Salary / Benefits: \$16.75 per hour to start, \$17.25 after 90-day probationary period

Supervisor: Chief of Police, who answers to the City Manager

Job Summary:

- Perform the enforcement of parking regulations, including parking meters, while on patrol of the city both on foot and by vehicle, create relevant reports, provide services and assistance to citizens, erect and remove temporary parking notices, and appear at judicial proceedings at the local District Judge.

Essential Job Functions:

- Issue parking tickets by hand and with an electronic hand-held device and file vehicle code citations
- Generate parking reports by hand and with computer software
- Monitor traffic control devices
- Direct traffic
- Install and remove traffic control devices including cones and barriers
- Inspect operator's driver's license, license plate, vehicle registration, certificates of inspection and insurance, and vehicle identification number
- Maintenance of parking equipment
- Maintain and use departmental logs and records
- Explain City Ordinances and State vehicle laws and procedures to citizens, provide direction and explain alternative courses of action
- Appear and testify in legal proceedings
- Perform meter maintenance, repair, installation and removal
- Collect monies from meters and complete deposits at local bank

Marginal Job Functions:

- Securing city-owned vehicles
- Request assistance during potentially hazardous or emergency situations
- Scheduling and assisting in cleaning, maintenance and repair of police department equipment and vehicles
- Perform other related duties as assigned
- Participate in informal surveillance

Qualifications:

- Education: High School graduate or equivalent
- Experience: Bookkeeping/Accounting experience desirable
- Must be able to pass background check and criminal history clearance
- Demonstration of Skills and Abilities
 - Valid Pennsylvania driver's license
 - Ability to use computer for word processing, spreadsheets and data entry
 - Ability to maintain records and files and assemble data for reports

- Ability to exercise good judgement and tact
- Ability to maintain absolute confidentiality of information
- Ability to work with minimal direction and supervision
- Ability to effectively communicate with the public and deal with irate customers
- Ability to effectively communicate with other employees
- Ability to operate public safety radio system
- Ability to use classifications, ranges, graphs, charts, measuring devices, clocks, watches, counting devices, photographic equipment, and available technology and instrumentation.
- Proficiency with word processing, spreadsheet programs and computer equipment
- Must be punctual, neat, and able to write legibly

Physical Performing Elements:

- Lifting, carrying and dragging 20-50 pounds
- Frequent bending, kneeling and reaching
- Standing for long periods of time
- Sitting for long periods of time
- Handling and assembling small parts
- Hearing tones, differing volumes and spoken voices
- Walking on uneven and slippery surfaces
- Ascending and descending street curbs and stairs
- Grasping and holding objects by hand

Mental Performing Elements:

- Analyzing and interpreting data
- Problem-solving
- Communicating with the public
- Creating written communication
- Completing written and verbal directions
- Ability to take and change an opinion or point of view
- Basic mathematic operations

When duties and responsibilities change and develop the job description will be reviewed and subject to changes of business necessity.