

Borough of Boyertown - Job Description

Job Title: Parking Enforcement Officer

Objective: Provide for the enforcement component of the Borough's parking management goals and priorities.

Summary job overview: Enforces the parking ordinances of the Borough, particularly those dealing with metered parking, other time limit parking, permit parking and municipal parking lots. May also be assigned to collect money from parking meters. Tasks involve patrolling assigned areas to identify violations, following established procedures to investigate and document violations, issuing warnings or tickets as appropriate, and reporting activities as instructed. Most patrol activity will be conducted on foot.

Requirements: Candidate must be able to walk, bend and reach, write legibly, discern presence or absence of parking permits on vehicles and read numbers, letters, or other markings on those permits as well as on vehicle registration plates, accurately record such information using forms, technology, or equipment implemented by the Borough, and communicate with the public as a visible representative of the Borough. Will also be required to attend court and testify as a witness in cases of non-payment or dispute of parking tickets issued, or in other cases as may arise in the course of duty.

Essential tasks:

- Checking parking meters or similar equipment used to receive payment for parking, and monitor time-limit compliance.
- Checking vehicles in permit parking areas for permit display and validity.
- Marking tires on vehicles in non-metered, time limit parking areas and keeping records of those vehicles for follow-up upon expiration of time.
- Issuing tickets or warnings for violations as instructed and according to established procedure or practice.
- Answering questions from members of the public about the parking ordinances and policies of the Borough, and about the method of enforcement of those ordinances and policies. Must maintain a professional and courteous demeanor while performing work tasks including communicating with the public.
- Submit all required documentation and records of work performed in a complete, accurate, and timely manner.
- Collaborate with designated Borough staff and provide information necessary for them to administer the parking policies and programs of the Borough.
- Collaborate with the assigned Police Department personnel and provide the required information necessary for them to prosecute offenders in the courts for non-payment of parking tickets issued.

- Other tasks related to the administration and enforcement of the Borough's parking ordinances, programs and policies may be assigned from time to time

Reports to: Borough Manager

Job category and status: The position is part-time, allotted for 20 hours per week. The salary range is currently \$10 to \$12 per hour, TBD at time of appointment. There are no benefits offered for the position. This is a civilian, non-law enforcement position with no arrest powers. Issuance of parking tickets for violation of local parking ordinances is not considered an "arrest" as the position is not authorized to enforce the vehicle code, crimes code, or carry firearms or other weapons, and does not have general law enforcement powers.

Appearance and attire: The candidate selected must have and maintain a neat, well-groomed and conservative appearance and refrain from the use or wearing of jewelry, accessories, hairstyles, clothing or other methods of expression which tend to draw attention to the individual and distract the public from recognition of the role and duties of the individual, and his or her association with local government. Specific attire which conforms to a traditional public safety style uniform may be prescribed.

Schedule: The schedule will be flexible and may rotate days and hours within the time parameters established for enforcement based upon the parking ordinances and related policies of the Borough. The Borough Manager shall establish or approve the schedule.