



BOROUGH OF CONSHOHOCKEN

Job Description *Parking Enforcement Officer*

MAYOR
Yaniv Aronson

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Position: Parking Enforcement Officer
Department: Police
Reports to: Chief of Police or assigned designee
Supervises: None
Hours: Part-Time ~25 hours/week

Purpose: The Parking Enforcement Officer is responsible for ensuring compliance with parking regulations and laws within assigned areas. This role involves issuing parking violation tickets, assisting motorists, and engaging with the public to address parking-related concerns. The officer will also provide support for special events and traffic details as needed.

Essential Job Functions:

- Patrol assigned areas by vehicle and on foot to ensure compliance with parking regulations and laws
- Issue parking violation tickets and fines as per regulations
- Assist motorists with information about parking rules and regulations
- Enforce state laws and borough ordinances for parking.
- Assist with school crossings as needed, special traffic details, respond to public inquiries, and provide support for parking-related concerns.
- Maintain parking related equipment.
- Attend parking-related meetings.
- Engage with the public to address parking-related issues and provide accurate information.
- Assist with Borough Special Events as assigned by the Chief of Police.
- Perform all other duties as assigned by the Chief of Police.

Qualification Requirements: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, ability, education and training required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Knowledge, Skills and Abilities

Knowledge of: State and local parking regulations, enforcement policies, automated parking systems, and local geography.

Skill in: Strong communication and customer service skills. Ability to remain professional and courteous in challenging situations. Attention to detail and the ability to document violations accurately. Ability to work independently and as part of a team.

Ability to: Maintain a valid Driver's License, operate standard office equipment. Proficiency in using relevant technology, including automated parking equipment and administrative software.

Education and Training Guidelines

Education and/or Experience: High School diploma or equivalent combined with minimum of three (2) years of relevant or related experience to achieve the purpose and tasks of the job description preferred. Customer service, administrative experience, especially in a municipal or state government preferred. Knowledge of state and Borough code required.

Special Requirements

Working Conditions:

- Ability to sit and/or stand for prolonged periods of time
- Ability to walk long distances.
- This position requires adaptability to different environments and situations. -The role also requires evening hours and occasional weekend shifts.
- To work outside and drive-in all-weather conditions with potential exposure to changing natural conditions such as sun, dirt, dust, pollen, mud, noise, insects, poison plants, etc.
- Ability to see and hear clearly and speak intelligibly.

This job description does not list all duties of the job. The Police Chief or designee may ask employee to perform other job-related duties provided those duties are not illegal or injurious to the employee's health. Employee will be evaluated in part based upon performance of the tasks listed in the job description.

This is an FLSA non-exempt position. The position is an at-will position; the person hired for this position is hired for no specific term and the Borough reserves the right to terminate the relationship at any time. Nothing in this job description should be construed as a contract or guarantee of continued employment and the Borough reserves the right to change benefits or bypass discipline policies if the situation warrants.

I, _____, have read and understand all of the duties and requirements specified in this job description and agree to abide by all rules and regulations while in the employment of the Borough of Conshohocken.

Employee Signature _____ Date _____