

State College Borough

Parking Enforcement Officer (PEO)

Job Description



REPORTS TO: Director of Parking
ROLE & LEVEL: A3

DEPARTMENT: Parking
FLSA STATUS: Non-exempt

WORK OBJECTIVE:

The Parking Enforcement Officer (PEO) is responsible for ensuring compliance and safety by enforcing Borough parking ordinances and state parking laws. The position is also responsible for assisting customers and servicing and maintaining garage equipment. Work is performed under limited supervision with moderate latitude. Position relies on experience and exercises independent judgment to determine the best approach by using and interpreting policies and procedures.

EXAMPLES OF ESSENTIAL FUNCTIONS:

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Observes parked vehicles and writes tickets for violations of local parking ordinances and state parking laws
- Enforces meter regulations; assists in the collection of money from parking meters; repairs inoperative meters when necessary
- Installs "boots" on vehicles, as needed, to ensure payment of outstanding violations and/or warrants
- Educates motorists on the Borough's parking ordinances; gives directions and other information as needed
- Performs general maintenance and minor repairs to equipment or contacts the appropriate vendor or department when major repairs are needed (i.e. meter repair, elevator repair, gate repair, etc.).
- Represents the Borough at Magistrate hearings on parking ticket appeals
- Records tickets written and assists in other processing work as needed
- Provides input or suggestions in regards to parking related matters

Supervision:

- None

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KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of relevant policies, procedures, and strategies to promote effective local parking ordinances and state parking laws
- Knowledge of mechanical equipment for minor repairs and stocking supplies
- Skill in working independently and following through with assignments with minimal direction
- Skill in the use of Microsoft Office products (Word and Outlook)
- Skill in providing good customer service
- Ability to establish and maintain effective and cooperative working relationships with those contacted in the course of work
- Ability to manage time and workload effectively which includes planning, organizing, and prioritizing with attention to details
- Ability to safely operate the parking enforcement vehicle which is operated from the right side
- Ability and stamina to walk long distances and endure all types of weather conditions
- Ability to read, comprehend and apply parking laws and ordinances
- Ability to deal with the public with tact and good judgment
- Ability to communicate effectively, verbally and in writing

MINIMUM QUALIFICATIONS:

High school diploma or GED; supplemented by two or more years of customer service or parking enforcement experience; or an equivalent combination of education, certification, training, and/or experience. Must possess a valid Pennsylvania driver's license.

In addition to meeting the minimum qualifications listed above, an individual must be able to perform each of the established essential functions in order to perform this job successfully.

PREFERRED QUALIFICATIONS:

- None

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PHYSICAL REQUIREMENTS:

Depending on functional area of assignment, tasks involve the regular and, at times, sustained performance of moderately physically demanding work and may require occasional lifting, carrying, pushing and/or pulling of heavy objects or materials (up to 80 pounds). Tasks that require moving objects of significant weight require the assistance of another person and/or use of proper techniques and moving equipment.

ENVIRONMENTAL REQUIREMENTS:

Tasks are regularly performed inside and/or outside with potential for exposure to adverse environmental conditions (e.g., dirt, cold, rain, fumes).

SENSORY REQUIREMENTS:

Tasks require sound and visual perception and discrimination. Tasks require oral communications ability.

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The job description does not constitute an employment agreement between State College Borough and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

State College Borough is an Equal Opportunity Employer. In compliance with United States Equal Employment Opportunity guidelines and the Americans with Disabilities Act, State College Borough provides reasonable accommodation to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

I have read and understand this classification description and hereby certify that I am qualified to perform this job, with or without reasonable accommodation.

Name (print)

Supervisor's Name (print)

Employee Signature

Supervisor's Signature

Date

Date