



**Haverford Township
Job Description
Part-Time Parking Enforcement Officer**

September 3, 2021

Department: Police

Position: Part-Time Parking Enforcement Officer

FLSA: Non-Exempt

Hours: *Various hours not exceeding 29- Monday through Friday and every other Saturday*

Wage Rate: \$14.01 per hour

Position Summary:

This position is responsible for a variety of parking regulation enforcement duties within the Township of Haverford. Duties include but are not limited to enforcing parking regulations, collection of parking meter moneys, appearing at violation hearings, and reporting adverse or dangerous conditions. Work is performed in accordance with established rules, regulations, and protocols governing parking enforcement and operation of parking meters and kiosks.

Qualifications:

Graduation from high school or an equivalency certificate.

Valid Pennsylvania Driver's License.

Good knowledge of or ability to comprehend the geography of Haverford Township.

Ability to establish effective working relationships with superiors, co-workers and the public.

Ability to learn and understand the general laws and administrative policies governing the functions of the position.

Experience in and/or ability to perform basic record keeping, including the use of pen/pencil, paper and electronic handheld devices.

Ability to communicate clearly and effectively.

Ability to properly handle material of a highly confidential nature and exercise discretion.

Supervision received:

Works under the general supervision of the Crossing Guard and Parking Services Clerk or other Police Department supervisor. Carries out routine duties independently but subject to progress checks during and upon completion for satisfactory performance.

Essential Functions:

Report to work on-time and in uniform, as directed by the Haverford Township Police Department. This may include a Township-issued shirt and hi-visibility vest or jacket, with black pants and appropriate footwear provided by the employee.

Monitor and enforce parking violations, including those in Sections 175-38 through 175-57 of the Administrative Code of the Township of Haverford. Issue tickets/citations for violations, where and when necessary, for violations which include but may not be limited to Township-owned parking meters, handicapped parking spaces, fire lane violations, vehicles parked to close to the corner, and permit parking areas.

Comply with the rules, regulations, protocols and policies established by Federal, State and Local Authorities, including the Haverford Township Civilian Employee Handbook.

Participate in employee training for both Parking Enforcement Officers and Crossing Guards.

Learn, understand and comply with safe workplace practices.

Report defective meters and kiosks, if any, to Supervisor(s). Follow up to ensure the maintenance and repair of all parking meters and kiosks.

Ensure effective and timely collection and disposition of parking revenue with Supervisor(s).

Provide occasional coverage for crossing guard posts, as directed.

Other duties as assigned by Supervisor(s).

Licenses, Registrations, or Certificates Required:

Valid Pennsylvania Driver's License.

Department of Human Services Child Abuse History Clearance.

Pennsylvania State Police Request for Criminal Records Check.

Federal Criminal History Record Information (CHRI).

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is required to drive an automobile, sit, stand and walk long distances, talk, listen, read, write and type. Frequent strenuous physical effort required, including the ability to lift and carry up to 50 pounds. The employee is sometimes required to bend, kneel, reach, squat and move in and out of vehicles.

Work Environment:

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

Position involves a great deal of sitting, bending, squatting, kneeling, climbing, reaching and twisting. Work occasionally involves responding to angry, frustrated or upset individuals.

Antidiscrimination Policy:

It is hereby declared to be the public policy of Haverford Township to foster the employment of all individuals in accordance with their fullest capacities regardless of their race, color, religious creed, ancestry, age, sex, national origin, handicap or disability, use of guide or support animals because of the blindness, deafness or physical handicap of the user or because the user is a handler or trainer of support or guide animals, or because of a person's sexual orientation, gender identity or gender expression.

Application Procedure:

Anyone interested in this position should obtain an Employment Application in the Office of Human Resources located in the Township Administration Building, 1014 Darby Road, Havertown, PA. A pre-employment drug and alcohol screening, background examination, criminal history check, and physical examination will be required to determine that the applicant can meet the physical demands of the position.

Selection Guidelines:

Formal application, rating of experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. 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.

The 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.

By signing below, I, the employee, acknowledge that I have read and understand this Job Description. I am able to meet or exceed all aspects of the Job Description.

Employee Signature

Date

Township Manager Signature

Date