



## ALLENTOWN PARKING AUTHORITY PARKING CONTROL OFFICER

The Parking Control Officer performs a variety of duties to enforce various parking ordinances. The Parking Control Officer reports directly to the Manager/Supervisor of Enforcement.

### DUTIES INCLUDE BUT ARE NOT LIMITED TO:

- Under supervision, patrols regularly assigned areas and responds to complaints.
- Checks unmetered, limited time and restricted parking zones for parking violations.
- Issues parking violation notices for vehicles illegally parked.
- Escorts City street cleaner during Street Cleaning season.
- Performs other duties as assigned and/or as conditions warrant, Observes rules and practices on quality of work, personal conduct, and safe effective and courteous service to the public and community.

Hours of work – **Day Shifts** (Monday-Friday) & (Tuesday-Saturday) vary: 7am–3:30pm; 7:30am-4:00pm; 8am-4:30pm; **Evening Shifts** (Monday-Friday) & (Tuesday-Saturday) 3:00pm-11:30pm.

### REQUIREMENTS:

- Employee must be able to work under limited supervision.
- Employee must be able to observe established rules and regulations.
- Employee must be able to present himself/herself to the public in a professional and courteous manner.
- Employee must be responsible, self-motivated, and self-disciplined.
- Employee must be able to organize and complete assigned tasks.
- Employee must have a valid PA driver's license.
- Employee must have a high school diploma or GED.
- Employee must be able to ride a bicycle and pass a bicycle certification course.
- Employee must be able to walk 4 to 8 miles a day, bend and stoop multiple times a day, lift up to 35 pounds.
- Employee is required to operate motor vehicles in all weather conditions.
- Employee is an essential employee and is required to report to work and work outside in all weather conditions.

**NEW STARTING PAY RATE: \$17 PER HOUR (\$0.50 increase upon completion of 90-day probationary period)**

The Allentown Parking Authority is an affirmative action/equal opportunity employer and does not discriminate on the basis of age, color, disability, gender, gender identity, marital status, national or ethnic origin, race, religion, sexual orientation, or veteran status.

Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_