



ALLENTOWN PARKING AUTHORITY PARKING ENFORCEMENT OFFICER

The Parking Enforcement Officer performs a variety of duties to enforce various parking ordinances.

The Parking Enforcement 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 – **Various Shifts Needed**

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: \$19.50 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.