

**Bangor Borough**  
***Parking Enforcement Officer***

**General Description**

Under the direct supervision of the Borough Manager the Parking Enforcement Officer will patrol parking areas to enforce parking ordinances and issue tickets to vehicles parking in violation of Borough codes. The position would also be responsible to furnish information regarding parking and parking violations to the general public. Additional duties include, but are not limited to collecting coins from meters or kiosks, repairing meters and reporting safety issues.

**Supervision Received**

Reports to:      Borough Manager

**Essential Job Functions**

Patrols assigned routes of parking meters, restricted parking areas and municipal parking lots on foot.

Observes parking meter violations and other standing traffic violations and issues tickets for all such violations.

Observes and issues tickets for any obvious parking violations such as unauthorized parking at a bus stop or loading zone.

Tactfully advises car operators as to the reason for issuance of tickets.

Informs the public as to the location of private and public parking facilities and furnishes public information.

Observes and initiates the repair of meters out of order or in need of repair.

Collects money from meters and transports to Borough Hall or bank.

Prepare and maintain required records, including logs of parking enforcement activities and records of contested citations.

Files unpaid citations with Northampton County District Court.

As necessary, prepares for, appears and testifies in court.

Address minor concerns/complaints and provide follow-up to Borough Manager.

Inform the Borough Manager when supplies are needed.

Performs other duties as deemed necessary.

**Job Location**

The position is located mainly on the downtown streets and municipal parking lots of Bangor Borough. Although there may be occasions to widen the scope of street patrol.

**Equipment**

May use computer applications or other automated systems such as spreadsheets, calendar, email and database software in performing work assignments.

**Working Conditions**

The position involves the ability to work in all weather conditions. This also involves working near moving and/or heavy traffic.

**Knowledge, Experience, Education and Training Required**

High School Diploma or G.E.D. equivalent.

Familiarity with the geography of Bangor Borough and the location of private and public parking facilities.

Thorough knowledge of filing, record keeping and typing.

Excellent communication skills, both oral and written.

The ability work along and exercise proper judgement, tact and diplomacy in dealing with people.

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Employee Signature

Date

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Borough Manager

Date