



## **PARKING ENFORCEMENT OFFICER – PART TIME**

The Pittsburgh Parking Authority's Enforcement Division seeks candidates to be placed on an eligibility list, who are friendly, energetic, courteous, responsible team players. Involves shift work. Responsible for but not limited to: tagging of illegally parked vehicles, daily completion of assigned scheduled routes, accurate record keeping and the use of a computerized handheld ticket writing system. An Office of Municipal Investigation (OMI) Public Safety background check is mandatory for all potential candidates. Must have a current and valid PA Driver's License. Must be or become a City of Pittsburgh resident at time of hiring. A high school diploma or GED is required. Applications can be picked up at the reception desk Monday – Friday 8:00am – 4:45pm of the Authority, 232 Boulevard of the Allies, Pittsburgh, PA 15222. Send or fax (412 – 560-7200) a resume attention: Administration Department or web site: [www.pittsburghparking.com](http://www.pittsburghparking.com).

**See Page 2 for Job Description**



# Pittsburgh **PARKING** Authority

*The Value Parking Network*

## **JOB DESCRIPTION**

**JOB TITLE:** Parking Enforcement Officer

**CLASSIFICATION:** FLSA Non-Exempt

**DEPARTMENT:** Enforcement/RPP

**REPORTS TO:** Enforcement Supervisor

### **POSITION SUMMARY:**

### **\* PART TIME ELIGIBILITY LIST\***

Position responsible for the tagging of illegally parked vehicles and the daily completion of assigned parking enforcement ticket writing scheduled routes. This position is included in the American Federation of State, County and Municipal Employees Bargaining Unit and will be filled in accordance with the provisions of the Collective Bargaining Agreement. Office of Municipal Investigation (OMI) background check is required.

### **MAJOR RESPONSIBILITIES AND DUTIES:**

- Tags illegally parked vehicles.
- Patrols streets and lots on foot and /or by car.
- Identifies and tags improperly parked vehicles such as; vehicles in no parking zone, with expired meters, without permits in permit areas, violations of the residential parking program, etc., on City of Pittsburgh streets and in lots in accordance with Pennsylvania State Motor Vehicle Code and City of Pittsburgh Code and Ordinances.
- Compares license plate numbers of illegally parked vehicles with list of license plate numbers of unpaid traffic citations.
- May initiate procedure for having scofflaw's vehicle towed or booted.
- Checks meters for proper functioning and reports broken, vandalized or missing meters.
- Follows street sweeper to tag illegally parked vehicles for street cleaning.
- Attends scheduled hearings in court as requested or required.
- May refer Code violations (e.g., anti-litter ordinance, etc.) to Bureau of Building Inspection staff.
- Maintains accurate records manually and/or through automated methods.
- May use a hand held ticket writing computer.
- May work various shifts, weekends and holidays.
- Work cooperatively with the City of Pittsburgh's Magistrates (traffic court), Bureau of Building Inspection staff and Public Works.
- Perform activities, functions and other related tasks and duties as assigned or required.

### **REQUIRED KNOWLEDGE, SKILLS, ABILITIES:**

- Successful completion of an Office of Municipal Investigation (OMI) background check is required.
- Some knowledge of Pennsylvania State Motor Vehicle Code parking regulations.
- Some knowledge of the City of Pittsburgh's Code regarding parking ordinances.
- Moderate knowledge of the geography of Pittsburgh.
- Ability to walk for long periods in all weather conditions.
- Ability to withstand abuse from the public and to be courteous and tactful to violators.
- Ability to read and understand signs.

- To write legibly and accurately record information.
- To complete routine summary reports.
- Skilled in the operation of a typewriter/computer.
- Ability to communicate effectively both written and verbally.
- Ability to exercise initiative and sound judgment and to react with discretion under varying conditions.
- Ability to establish and maintain effective and appropriate relationships with the public, City of Pittsburgh departments, other agencies and employees.
- Ability to be bonded.

**EDUCATION AND WORK EXPERIENCE REQUIREMENTS:**

High school diploma or GED equivalent. At least one year working experience and six months operating a personal computer.

Course work in human relations would be a plus.

**BACKGROUND CHECK:**

Must successfully complete an Office of Municipal Investigation background check

**SPECIAL CERTIFICATES and LICENSES:**

Must possess and maintain a current and valid Class C (or Class 1) Pennsylvania Motor Vehicle Operator's License throughout employment.

**MEDICAL EXAMINATION:**

A medical examination may be required prior to appointment.

**OTHER:**

Must show proof of City of Pittsburgh residency.

**UNION:**

This position is included in the American Federation of State, County and Municipal Employees Bargaining Unit and will be filled in accordance with the provisions of the Collective Bargaining Agreement.

The Pittsburgh Parking Authority is an Equal Opportunity Employer