



## BOROUGH OF JENKINTOWN

Employment Opportunity Posting

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# OPEN POSITION

<b>DATE</b>	March 15, 2024
<b>POSITION</b>	Parking Enforcement Officer
<b>DEPARTMENT</b>	Police Department
<b>HOURLY RATE</b>	\$20.00 (Part Time – 25 to 30 hours/week)
<b>JOB DESCRIPTION</b>	See attached
<b>DEADLINE</b>	April 30, 2024

Applications are available online at [www.jenkintownboro.com](http://www.jenkintownboro.com). Completed applications must be submitted by 5:00 PM on the application deadline. For additional information contact Shauna Rivera at (215) 884-1202. Jenkintown Borough is an Equal Opportunity Employer.



## BOROUGH OF JENKINTOWN

### Job Description

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Department: Police Department

Position: Parking Enforcement Officer

Classification: Part-Time - FLSA Non-Exempt

Reports to: Chief of Police

**Purpose:** The primary purpose of this position is to provide parking enforcement and community safety support to the Police Department, serving as a first contact with the public, performing a variety of complex and technical customer service functions which allows the Police Department to provide residents and business owners quality service. All work is completed in accordance with Borough's ordinances, policies, procedures, practices, and other laws of the Borough and Commonwealth of Pennsylvania. Assignments and technical supervision are received through the Chief of Police or his designee.

**Tasks:** Provide traffic control; Assist with public relations. Responsible for enforcement of parking and Borough ordinances and issuing parking/fire lane/handicap tickets. Provide testimony at judicial hearings and trials when required. Assist with the record keeping function with Parking Enforcement activities; Cover school crossings when school crossing guards are not available; Interacts with members of the business community and the public. Attends meetings, mandatory training, and educational seminars; Collect money from parking meters; maintain and repair meters.

Interacts with department employees, the public, governmental, and Borough officials in a courteous and professional manner always; operates office equipment; other related duties as necessary to support the Parking Enforcement functions.

**Job Standards:** Ability to read and interpret Pennsylvania vehicle codes and applicable Jenkintown Borough codes; react calmly and think rationally in situations; communicate clearly and effectively; Ability to understand and carry out complex instructions; organize and prioritize work load efficiently and effectively; handle personal and confidential information tactfully; communicate orally and in writing; recognize non-standard activities, missing items/people, hazards, and details; work alone or closely with others. Possess excellent eye-hand-foot coordination and physical stamina. Employee is to always maintain a professional and cordial manner. All interpersonal interactions with employees and the public are to be positive, collaborative, respectful and courteous.

This is medium work requiring carrying up to 50 pounds occasionally; and up to 20 pounds.