



# ALLENTOWN PARKING AUTHORITY

## PARKING ENFORCEMENT OFFICER

The Parking Enforcement Officer performs a variety of duties to enforce various parking ordinances established by the City of Allentown, as well as public safety hazards. The Parking Enforcement Officer reports directly to the Manager/Supervisor of Enforcement.

### DUTIES INCLUDE BUT ARE NOT LIMITED TO:

- Immobilizes vehicles for outstanding parking tickets.
- Enforces city ordinances pertaining to parking and public safety hazards.
- Under supervision, patrols regularly assigned areas and responds to complaints.
- Checks unmetered, limited time and restricted parking zones for parking violations.
- 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.

### REQUIREMENTS:

- Employee must pass a Physical Ability Test.
- Employee must not have a disqualifying criminal record or driving record.
- Employee must be able to pass a drug and alcohol test.
- Employee must be able to walk 4 to 8 miles a day.
- Employee must be capable of lifting up to 35 pounds.
- Employee must be able to bend and stoop multiple times a day.
- Employee must be able to ride a bicycle and pass a bicycle certification course.
- Employee is required to operate motor vehicles in all weather conditions.
- Employee is an essential employee required to report to work and work outside in all weather conditions.
- Employee must be able to work flexible hours.
- Employee must be able to work under limited supervision.
- Employee must be able to observe established APA Rules and Safety Regulations.
- Employee must remain in good standing.
- 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.

**\* BENEFITS**

- Generous Paid Leave Time
  - Vacation
  - PTO
  - 10 Observed Holidays
- Employee Assistance Program (EAP)
- Comprehensive Health Benefits – Medical, Dental, Vision and Prescription
- Group Life/AD&D Insurance and Short-Term Disability Insurance
- Voluntary Life Insurance
- Retirement Plan with APA match
- Optional benefits available
- Tuition Assistance

\* Note: Some benefits are only available after completion of the introductory period or 6 months of service.

**STARTING PAY RATE: \$20.50 PER HOUR**

(\$0.50 increase upon completion of 90 working day introductory period)

**SHIFT HOURS and DIFFERENTIALS (Shifts may vary):**

7:00AM – 3:30PM	\$0.25
3:00PM – 11:30PM	\$0.50
11:00PM – 7:30AM	\$0.75

**Weekends:** Saturday 12:00AM – Sunday 11:59PM \$0.25

The Allentown Parking Authority is an equal opportunity employer. We consider applicants for all positions without regard to race, color, religion, gender, age, marital status, veteran eligibility, disability, national origin, or any other legally protected status. No question on this application is asked for the purpose of disclosing any applicant's legally protected status. Applicants requiring accommodation in the application or hiring process should contact the Human Resources Manager.

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

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