



ALLENTOWN PARKING AUTHORITY PARKING CONTROL OFFICER

The Parking Control Officer performs a variety of duties to enforce various parking ordinances. The Parking Control 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 – **Day Shifts** vary: 7am–3:30pm; 7:30am-4:00pm; 8am-4:30pm; and rotating 9:30am-6:00pm, plus occasional 12:30pm-9pm shift.

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
- Employee must be self-disciplined
- Employee must be self-motivated
- 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, and be outside in all weather elements

PAY RATE: \$15.00 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.