

PHILADELPHIA PARKING AUTHORITY

Position Description Page 1

Job Title: Parking Enforcement Officer

Division/Department: Ticketing

MAJOR PURPOSE

To ensure enforcement of parking regulations governing the on-street parking patrols and monitor vehicles parking in designated areas.

PRINCIPAL DUTIES

Patrol assigned areas.

Cite vehicles parked in violation of posted regulations.

Prepare and issue parking tickets.

Contact dispatcher when parked illegal vehicles are eligible for towing.

Answer questions from general public, have thorough knowledge of parking ordinances and regulations, and locations of parking areas near historical sites.

Maintain a log of activities and complete incident reports as necessary.

Report missing, confusing and defaced signs and meters as well as unusual parking problems.

Appear in court to give testimony relating to official duties.

Driving beat duties include the following:

- Vehicle is assigned for all or part of a tour of duty.
- Officer must driver to assigned beat located in one or more of the following areas: Center City, Germantown/Mt. Airy, West Philadelphia, South Philadelphia or the Northeast.
- Officer must patrol area on foot in order to enforce. Will walk several blocks before returning to the vehicle and moving on to the next area of enforcement.
- Officer spends approximately 35 percent of time driving to and within assigned enforcement area and approximately 65 percent of time patrolling on foot.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

MINIMUM ACCEPTABLE TRAINING, EXPERIENCE AND EDUCATION

Date: