



VACANCY ANNOUNCEMENT

Job Title: Security Officer

Department: Security/Meter Security

Union: Non-Represented

Hourly Rate: \$15.53/Hour

Posted: External Posting

Persons Eligible:

Anyone meeting the minimum requirements

Job Descriptions:

The Authority's Meter Security and Security Department are looking for one or more security guard(s) to provide maximum visual monitoring and minimum physical protection of the Authority's assets and/or location(s).

Meter Security

The Security Officer's primary purpose is to secure the safety of coin collectors and the collection truck during the collection process and meter revenue from the time it is stored on the collection truck to the point it is deposited in the bank.

Security Department

The Security Officer is the journey level protective work job enforcing, on an assigned shift, the PPA airport and safety rules and regulations to prevent disruptive and illegal actions, entry of unauthorized individuals and vehicles, theft and vandalism. Work involves investigating incidents and contact with the general public and law enforcement officials. Work is performed under the technical supervision of a higher level security officer. Assignments are stable in nature and are carried out in accordance with instructions and established routines. Working conditions can only be partially controlled, have some disagreeable aspects, and require light physical effort.

Principal Duties:

Meter Security

- Provides a safe and secure environment for all employees assigned to coin collection routes.
- Safely operates the assigned collection vehicle.
- Records data and submits a daily field observation log.
- Reports all maintenance problems to the supervisor.
- Responsible for the security of the collection vehicle and its contents.
- Secures meter revenue throughout the collection process.
- Accompanies collection supervisors while they collect the train station lots.
- Monitors employees and the counting process to deter theft in the coin room.
- Monitors the security cameras throughout the building.
- Monitors and safely operates the overhead doors to secure the loading dock area and prevent the potential for outside intrusion.
- Deters both internal and external theft of meter revenue.
- Performs related work as required.

Security Department

- Patrols an assigned area on foot or in a vehicle, inspects area for unauthorized persons and vehicles, signs of vandalism, fire hazards, and illegal entry.
- Quells disturbances by tactfully speaking to individuals; notifies superior or police if further actions are required.
- Inspects suspicious vehicles.
- Enforces speed and parking regulations.
- Helps parkers if they have problems such as locating or starting cars.
- Submits written reports of shift activities; immediately informs superior orally on matters requiring quick action or answers.
- Conducts daily count of cars parked at an assigned time.
- Performs related work as required.

Required Knowledge, Skills and Abilities:

Meter Security

- Ability to operate large trucks.
- Ability to be very vigilant of surroundings.

Minimum Acceptable Training, Experience, and Education:

- High School Diploma or Equivalent Required
- Valid Driver's License

***Working Hours: This is a Part-Time position working in a 24 hour operation. Applicants must be able to work all shifts, holidays, nights, and weekends.**

TESTING: N/A

SELECTED CANDIDATES WILL BE CONTACTED FOR AN INTERVIEW

The Philadelphia Parking Authority is an Equal Opportunity employer and does not permit discrimination based on race, ethnicity, color, sex, sexual orientation, gender identity, religion, national origin, ancestry, age, disability, marital status, source of income, familial status, genetic information or domestic or sexual violence victim status.

**PLEASE SUBMIT RESUME TO:
DARRYL WHITE, DEPUTY MANAGER
HUMAN RESOURCES DEPARTMENT
PHILADELPHIA PARKING AUTHORITY
701 MARKET STREET, SUITE 5400
PHILADELPHIA PA 19106**