



## The Chester Parking Authority (CPA) has an immediate opening for a Part-Time Parking Enforcement Officer (PEO).

The Parking Enforcement Officer performs a variety of parking regulation enforcement duties within the City of Chester. Essential responsibilities include but are not limited to, enforcing various parking regulations within the City of Chester on foot or vehicle. Extensive contact with the public is required for the performance of duties, which also includes answering parking related questions, relaying factual information or explaining simple procedures. PEO's accurately issue parking violations and collect and report parking related data when required in accordance with CPA policies and procedures. An employee in this position will work weekends and evenings. Work locations are throughout the City of Chester.

### **Responsibilities:**

- Enforces various parking and ordinances
- Patrols a regularly assigned area or responds to complaints to check metered, unmetered, Residential Permit Parking (RPP) Zones, limited time, private property parking, and restricted parking zones for parking violations within the City.
- Electronically chalks tires of vehicles parked in unmetered limited time zones as required;
- Records time and returns at specified intervals; Issues parking ticket for overtime parking violations
- Monitor on-street parking meters for vehicles in violation of parking ordinances by following an assigned route.
- Issue City approved parking citations for vehicles in violation of ordinances in accordance with policies and procedures.
- Upload hand held computer to obtain current information required for work on a daily basis.
- Maintain and care for all company issued equipment.
- Assist with any special assignments and projects as requested, including technical and operational support for CPA's parking meter program.
- Other related duties as assigned.

### **Skills:**

Ability to mitigate and lead others to overcome challenges (Never Ever Give Up Attitude).

- Ability to work independently and multi-task.
- Ability to interpret policies, procedures, and standard business practices.
- Demonstrate a sense of urgency and timeliness.
- Must be open to feedback, differing opinions and other points of view.
- Ability to handle challenging and at times, emotionally charged situations.
- Must be able to make decisions independently and stay firm on decisions made (not easily persuaded).

### **Physical Demands:**

- Willingness to work in the elements - heat, wind, snow, rain, etc.
- Ability to lift, push and pull at least 25 pounds.
- Ability to stand and walk and run for extended periods of time.
- Ability bend, stoop, squat and lift frequently throughout a shift.

**To be hired, all candidates must submit to a background check and pre-employment drug screen.**

**To apply contact Erwin Lanier at (484) 480-4423.**