



# Pittsburgh **PARKING** Authority

*The Value Parking Network*

## JOB DESCRIPTION

**JOB TITLE:** Parking Enforcement Officer

**CLASSIFICATION:** FLSA Non-Exempt

**DEPARTMENT:** Enforcement/Meter Services

**REPORTS TO:** Enforcement Supervisor

**POSITION SUMMARY:**                   **“PART TIME - ELIGIBILITY LIST ONLY”**

Position responsible for patrolling assigned routes, in their entirety and ticketing illegally parked vehicles found within scheduled routes. Involves shift work day and evening. May drive a vehicle to enforce street cleaning, Residential Parking Permit (RPP) areas and off-street metered lots. This position is included in the American Federation of State, County and Municipal Employees Bargaining Unit and will be filled in accordance with the provisions of the Collective Bargaining Agreement. Office of Municipal Investigation (OMI) background check is required. Must be a City of Pittsburgh resident.

**MAJOR RESPONSIBILITIES AND DUTIES:**

- Must use assigned hand held ticket writing computer and printer.
- Patrols streets and lots on foot and by car.
- Identifies and ticket improperly parked vehicles such as; vehicles in no parking zone, with expired meters, without permits in permit areas, violations of the residential permit parking program, etc., on City of Pittsburgh streets and in lots in accordance with Pennsylvania State Motor Vehicle Code and City of Pittsburgh Code and Ordinances.
- Initiate procedure for having scofflaw vehicles booted.
- Notify “Boot and Tow” office when “bootable” vehicles are found.
- Utilize the hand held ticket writers to take photos as part of the process. This includes photos of vehicle’s plates, entire windshield, ticket placed on the vehicle and any signage needed to support your ticket issuance action.
- Check every meter and kiosk in assigned area to ensure it is functioning properly and report broken, vandalized or missing meters and kiosks. Officers will also remove any signage or stickers as basic clean up.
- Follows street sweeper in a vehicle to ticket illegally parked vehicles for DPW’s street cleaning detail.
- Attends scheduled hearings in court as requested or required.
- May refer Code violations (e.g., anti-litter ordinance, etc.) to Bureau of Building Inspection staff.
- Maintains accurate records manually and/or through automated methods.
- May work various shifts, weekends, evenings, and holidays.
- Work cooperatively with the Pittsburgh Parking Court Magistrates, Bureau of Building Inspection staff and Public Works.
- Perform activities, functions and other related tasks and duties as assigned or required.
- Read and understand Parking Authority rules and regulations
- Read and understand current Union contract and your rights

**REQUIRED KNOWLEDGE, SKILLS, ABILITIES:**

- Successful completion of an Office of Municipal Investigation (OMI) background check is required.
- Some knowledge of Pennsylvania State Motor Vehicle Code parking regulations.
- Some knowledge of the City of Pittsburgh’s Code regarding parking ordinances.
- Moderate knowledge of the geography of Pittsburgh.
- Ability to walk for long periods in all weather conditions.
- Proficient driving skills.
- Current and valid Class C (or Class 1) Pennsylvania Motor Vehicle Operator’s License throughout employment.

- Ability to withstand verbal abuse from the public and to be courteous and tactful to violators.
- Ability to read and understand signs.
- To write legibly and accurately record information.
- Ability to complete work assignments, take and understand directives.
- To complete routine summary reports
- Skilled in the operation of a motor vehicle.
- Skilled in the operation of a typewriter/computer.
- Ability to communicate effectively both written and verbally.
- Ability to exercise initiative and sound judgment and to react with discretion under varying conditions.
- Ability to establish and maintain effective and appropriate relationships with the public, City of Pittsburgh departments, other agencies and employees.
- Ability to be bonded.

**EDUCATION AND WORK EXPERIENCE REQUIREMENTS:**

High school diploma or GED equivalent. At least one year working experience and six months operating a personal computer.

Course work in human relations would be a plus.

**CITY OF PITTSBURGH RESIDENCY:**

Must show proof of City of Pittsburgh residency and remain a City resident throughout employment.

**BACKGROUND CHECK – DRUG TESTING**

Must successfully complete an Office of Municipal Investigation background check. A pre-hire drug test screening may be conducted.

**SPECIAL CERTIFICATES and LICENSES:**

Must possess and maintain a current and valid Class C (or Class 1) Pennsylvania Motor Vehicle Operator’s License throughout employment.

**MEDICAL EXAMINATION:**

A medical examination may be required prior to appointment.

**UNION:**

This position is included in the American Federation of State, County and Municipal Employees (AFSCME) Bargaining Unit and will be filled in accordance with the provisions of the Collective Bargaining Agreement.

*The Pittsburgh Parking Authority is an Equal Opportunity Employer*