

Haverford Township Parking Enforcement Parking Enforcement Officer— General Job Description

REQUIREMENTS:

- Must be capable of performing the specific requirements of a Parking Enforcement Officer, as set forth in this document.
- Must have a valid Driver's License.
- Clearances: (**\$10.00 fee per form will be covered by applicant**)
 - Child Abuse
 - Criminal History Clearance
- Must abide by all Township rules and regulations
- In general good health
- Able to lift approximately 50 lbs.
- Possess good interpersonal skills.
- Be able to walk long distances during enforcement
- Availability up to 24 hours per week
- Work in various weather conditions

DUTIES, RESPONSIBILITIES, & COMPENSATION:

- It shall be the primary responsibility of parking enforcement officers to monitor the following parking violations, and where necessary, issue tickets to violators:
 - Township owned parking meters
 - Handicapped parking spaces
 - Fire Lane violations
 - Vehicles parked too close to the corner
 - Permit Parking Areas
- Parking Enforcement Officers will be trained in the repair/replacement of meters.
- Parking Enforcement Officers working the early shift *may* be responsible for taking "sick-outs" from the School Crossing Guards.
- Parking Enforcement Officers *will* be required to cover open Crossing Guard posts.
- Parking Enforcement Officers' schedule can be changed due to weather related issues or manpower issues.
- Compensation at a rate of \$14.01/hr

Anyone interested in applying for this position must complete the employment application available on the Township website www.haverfordtownship.org. Applications must be submitted by December 29th, 2017 to the Human Resources Department of Haverford Township.

Haverford Township does not discriminate on the basis of race, color, natural origin, sex, religion, age or handicapped status in employment or the provision of services.