

Parking Enforcement Job Description

Shepherdstown Parking Enforcement Officers (PEOs) perform a variety of law enforcement support duties involving enforcement of parking regulations in an assigned area while walking or driving a parking enforcement vehicle or car. The PEO enters relevant information and photographs into a computerized system specifically designed for issuing parking citations and warnings. PEOs ensure that entries are accurate and legally justified so that the information can be presented in court. Shepherdstown PEOs also use a variety of law enforcement communication equipment, recording devices, and cameras to document citations or events. In addition to issuing warnings and citations, Shepherdstown PEOs testify in court regarding parking citations and other law enforcement situations and events. These duties will be performed under general supervision but when directly supervised by police officers, PEOs may assist with other law enforcement duties such as directing traffic, crowd control, and community events. Most of the workday will be spent on the street (i.e., outside) in various weather conditions. Additional duties include: immobilizing (booting) vehicles that meet the appropriate criteria, repairing defective parking meters and equipment, collecting meter coins (emptying the meters) for bank deposit, reporting hazardous situations such as defective street signs, pavement markings and street maintenance. PEOs interact with the public by providing information about the Corporation of Shepherdstown geography, buildings and business locations, as well as city functions and offices.

A typical shift may be 6 to 10 hours a day scheduled between the hours of 8:00 a.m. – 6:00 p.m., Monday – Friday (occasional weekends). The PEO position is a physically demanding position as stooping, lifting, kneeling and reaching overhead and forward are required daily.

ESSENTIAL FUNCTIONS:

- Proactively seek out and issue citations for violations of the WV Vehicle Parking Code, the Shepherdstown Municipal parking ordinances, and other corporation codes
- Track citation information and events in support of town regulations and ordinances
- Occasionally provide front counter reception, in office customer service by collecting fines and answering telephones
- Collection, handling and security of property and evidence related to parking
- Transporting and preparing patrol vehicles for service
- Traffic control
- Other general support activities that do not require performance by a sworn officer

Additional Duties

In addition to the duties listed in the Essential Duties section, the PEO may perform the following duties:

- Set-up and remove temporary signs and traffic cones
- Handle money
- Train new or temporary staff in the technical aspects of the PEO position
- Perform related duties as assigned.

MINIMUM QUALIFICATIONS:

Ability to:

- Learn, understand, interpret and enforce appropriate City and State parking and vehicle codes, laws and regulations;
- Identify and report parking and traffic problems encountered during the course of the work day;
- Read, write and understand English at an 12th grade level due to the various assignments and use of tools and equipment to complete various assignments;
- Learn the technical aspects of the job;
- Maintain routine records and logs;
- Communicate effectively with good listening skills both orally and in writing.
- Work independently, without immediate supervision,
- Effectively multi-task;
- Maintain confidentiality of police matters and records
- Communicate professionally when confronted by irate or verbally abusive members of the public

Experience and Education:

Any combination equivalent to experience and education that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

- Completion of the twelfth grade or possession of a General Education Diploma (GED) and one year of experience involving public contact and making independent decisions.
- Knowledge of modern office equipment, procedures and practices; ability to do light typing and to learn and operate computerized equipment and systems, law enforcement radio, cell phone and other communication and office equipment.
- Ability to work effectively under pressure and manage conflict.

License or Certificate:

- Possession of a valid state drivers' license.

GENERAL REQUIREMENTS

- Valid WV Driver's License
- GED or high school completion
- Successful completion of background check and physical examination

PHYSICAL DEMANDS AND REQUIREMENTS: *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.*

- The ability to speak and hear.
- The ability to smell and taste due to potential contact with pesticides and fumes that the employee will need to distinguish for their own safety and the safety of others. Both smell and taste senses detect unusual occurrences such as a chemical cloud that cannot be seen.
- The ability to stand, walk and reach with hands and arms; and regularly use hands to touch, handle, or feel.
- Repetitive hand and arm movement is required to produce citations, place completed citations on the windshields of parked vehicles, mark tires, and direct traffic.
- Hand and foot coordination to operate a parking enforcement vehicle.
- The ability to stoop, kneel, crouch, or crawl.
- The ability to occasionally lift or move up to 55 pounds.
- The ability to work safely and use safe lifting and partnering techniques.
- The ability to perform outdoors in various weather conditions, including heat, cold, rain, air pollution, and other inclement weather. Willingness to work evening, weekend and certain holiday shifts.

ADDITIONAL INFORMATION:

WORK

ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

- The employee is occasionally exposed to wet, cold, hot and/or humid conditions and to outside weather conditions.
- The employee is occasionally exposed to uneven ground and footing.
- The employee is occasionally exposed to accident and injury hazards and disagreeable elements.

Working Safely and following safety rules is expected as a function of duties.