



## CITY OF JOHNSTOWN

Job Title:	Parking Enforcement Officer	Union:	AFSCME
Department	Parking	Location:	Work out of City Hall Room 200
Position Type	Full Time	Salary:	\$15.46 per hour
Date Advertised:	March 17, 2025	Posting Expires:	4:00:00 PM March 31, 2025
Applications Accepted By:	Applications can be picked up and returned to the Human Resources office in City Hall, Room 105.		

### Job Description

#### Role And Responsibilities

This position performs routine work in writing parking tickets for meter violations, violations for exceeding time limits in specific parking zones, and other violations of all State and City parking regulations.

This is an entry-level position, appointed by the City Manager and represented by the American Federation of State, County, and Municipal Employees (AFSCME) bargaining unit. General supervision is received from the City Manager or his/her designee. Specific responsibilities include:

- Patrols parking areas on foot to enforce regulations governing the parking of motor vehicles: sight checks vehicles parked in time, metered or temporary restricted areas for conformance with specified regulations.
- Enters ticket information into a hand-held, computerized ticket writer and downloads ticket activity at end of day.
- Other related duties as assigned.

#### Description of Required Skills, Abilities, and Knowledge:

1. Ability to learn ordinances and regulations governing the parking of vehicles.
2. Ability to deal with the public firmly, impartially, tactfully, and courteously.
3. Ability to work outdoors in seasonal weather extremes.
4. Ability to understand and follow oral and written communications.
5. Ability to develop and maintain positive working relationships with other employees and supervisors.

#### Experience and Training

High School Diploma or equivalency certificate.

#### Additional Requirements:

1. Valid Pennsylvania Driver's license
2. City residents are given preference in all recruitment and hiring.
3. Ability to handle citizen complaints with a positive customer service attitude and consistent use of good judgment.

#### Additional Notes

Daily work schedule is 40 hours per week, Monday through Friday, 8:00 AM to 4:30 PM.