

Bridgeville Borough Parking Authority

Parking Enforcement position

The Bridgeville Borough Parking Authority is seeking a positive and energetic individual for an open part-time parking enforcement position.

Position Summary:

Position is responsible for patrolling designated parking lots and streets to generate parking ticket violations for unpaid, expired or illegally parked vehicles.

Main Duties and Responsibilities:

- Use of assigned handheld ticketing device with printer.
- Patrol streets and lots on foot.
- Identify and ticket unpaid or improperly parked vehicles, to include parked in No Parking Zone, non-payment, expired meter, expired permit, illegal parking in handicap space, etc.
- Using handheld device to take photos as part of the ticketing process, to include license plate, ticket placement on windshield, illegal parking activity, etc.
- Fully understand how to process a transaction on current kiosk device to assist when requested.
- Respond professionally to customer assistance requests.

Required Knowledge and Abilities:

- Fully understand how to process each type of payment transaction on kiosk device.
- Ability to walk for long periods in all weather conditions.
- Ability for light lifting (10-15 lbs.) as necessary.
- Ability to communicate with the public in a professional and courteous manner at all times.
- Ability to read and understand signs.
- Ability to communicate efficiently both written and verbally.
- Ability to show initiative and sound judgment and react professionally under any different types of conditions.

Education:

- High School graduate or equivalent.

Background Check:

- Must successfully complete a background check.
- A pre-hire drug test will also be mandatory.

Job Type - Part-time (15 to 20 hours per week)

Pay - \$ 12.50 per hour.

Benefits- None

Schedule - Must be available 3 to 4 hours per day Tuesday through Saturday – multiple and various time shifts each day.