

Parking Enforcement Officer (Part-Time)

Compensation: \$18.00 per hour

Hours: Up to 20 hours per week

Job Summary

The Borough of Red Lion is seeking a dependable and detail-oriented **Part-Time Parking Enforcement Officer** to support parking regulation and compliance throughout the Borough. This position is responsible for monitoring metered parking areas, enforcing parking regulations, and issuing citations for parking violations in accordance with Borough ordinances.

The Parking Enforcement Officer will regularly patrol designated areas on foot and throughout the Borough to identify and address parking violations, ensure compliance with parking restrictions, and promote safe and accessible public parking.

This position requires the ability to work independently, utilize computer systems for reporting and recordkeeping, and walk extended distances in various weather conditions.

Schedule

Candidates should be available to work a minimum of 2 to 3 hours per shift during the following periods:

- Monday through Thursday: 3:00 PM to 6:00 PM
- Friday: 3:00 PM to 9:00 PM
- Saturday: 9:00 AM to 6:00 PM

Scheduling is flexible. Work hours may vary to maintain effective parking enforcement and avoid predictable patrol patterns.

Essential Duties and Responsibilities

- Monitor metered parking areas and issue citations for expired or unpaid parking meters.
- Identify and enforce violations of Borough parking ordinances, including but not limited to:
 - Parking in designated "No Parking" zones
 - Parking too close to crosswalks, stop signs, or other restricted areas
 - Other parking violations as defined by Borough regulations
- Enter citation and enforcement data into reports, databases, and spreadsheets.

- Complete and process documentation required to obtain vehicle owner information through PennDOT.
 - Prepare and file citations with the District Magistrate's Office for unpaid parking violations.
 - Attend court hearings and provide testimony related to parking enforcement cases, as required.
 - Inspect parking meters for operational issues and report malfunctions to the Borough Manager or Code Enforcement Officer.
 - Maintain accurate records and perform related administrative duties as assigned.
-

Qualifications

- High school diploma or equivalent preferred.
- Basic computer proficiency, including data entry and spreadsheet use.
- Strong attention to detail and ability to work independently.
- Excellent communication and customer service skills.
- Ability to walk long distances and work outdoors in all weather conditions.
- Valid driver's license required.

The Borough of Red Lion is an equal opportunity employer and encourages qualified individuals to apply.