



BOROUGH OF CLEARFIELD

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Clearfield Borough Parking meter attendant/Repair The following is a basic job description and responsibilities

POSITION:

Parking Meter Attendant/Meter repair person

PURPOSE:

The position of Parking Meter Attendant/Meter Repair Person is primarily devoted to monitoring parking of vehicles according to the ordinances of the Borough of Clearfield and all related activities associated with the Borough's Parking Meters.

AUTHORITY:

Reports to the Borough Code Officer (and Borough Manager as needed).

RESPONSIBILITIES AND DUTIES:

Under the supervision of the Borough Code Officer, performs all duties related to the enforcement of the Borough's ordinance related to parking including the issuance of tickets, the collection and processing of meter coins, and minor repair/maintenance of the parking meters. Responsibilities also include the handling of parking violations in the manner provided by the ordinances of the Borough and established office practices. The Parking Meter Attendant/Clerk represents the Borough in court appearances related to parking meter violations.

GENERAL JOB DUTIES:

1. Make regular rounds of the meters to determine violations.
2. Issue parking meter tickets.
3. Take ticket complaints and payments when in office between making rounds and inspecting meters.

4. Check and make minor repairs to parking meters equipment as needed, and maintain a record for meter complaints. Replacement of dead Batteries and interchange inner components of parking meters.
5. Handle correspondence related to parking and meter tickets.
6. Represent the Borough in court during parking ticket violation hearings.
7. Collect and process parking meter coins per the prescribed procedures.
8. File tickets after disposition has been made.
9. Assist with snow ordinance violations.
10. Perform other duties as assigned by the Borough Secretary or Borough Manager.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Education - High School Degree or GED required.

Experience: Previous Parking Meter Enforcement preferred, but can be trained on the job. Experience working in public sector or municipal government a plus.

Physical Condition - You must be able to walk up to five (5) miles per day.

Must be able to lift forty (40 lb.) pounds of coins. 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.

Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions. The Employee will receive training in all areas as needed to perform the essential functions.

1. While performing the duties of this job, the employee is regularly required to use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms. The employee frequently is required to stand, walk and talk or hear. The employee is regularly required to sit, climb or balance; stoop, kneel, crouch or crawl and smell.

2. The employee must routinely push a coin collection cart. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

License – Possession of a valid Pennsylvania Driver’s License shall be required.

Work Environment - The work environment characteristics described here are representative of those employee encounters while performing the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

1. While performing the duties of this job, the employee regularly works outside in all weather conditions and in an office environment. The employee regularly works near moving mechanical parts and is frequently exposed to wet and/or humid conditions and vibration. The employee is occasionally exposed to fumes or airborne particles.

2. The noise level of the work environment is usually loud.

Special Skills - Basic mathematics and reading skills. Common sense and courtesy in public relations. Must be able to operate office equipment, including, but not limited to typewriter, computer, fax, copier, and radio. Must keep accurate records and possess tact, patience and a pleasant disposition in handling public relations