



# Borough of West Chester

## Human Resources Office

401 East Gay Street ▪ West Chester, Pennsylvania ▪ 19380

Telephone: 610-436-1461 ▪ Facsimile: 484-631-1311

### JOB ANNOUNCEMENT

## Parking Enforcement Officer

---

### Introduction

West Chester Borough is a thriving community with a population of 20,000+ located in the center of Chester County PA. It is the seat of County government and home to West Chester University. This position is located in the Department of Parking and is supervised by the Director of Parking. All duties are performed in accordance with Borough policies and guidelines. Any problems or questions that may arise are directed to the Director of Parking.

### Duties

1. Enforce parking ordinances and laws within the assigned work area.
2. Issue parking tickets to any offenders of Borough parking ordinances or state violations where appropriate.
3. Sign citations after tickets have been processed to citation status.
4. Assist in any traffic control as needed.
5. Assist the public in any way possible while completing the assigned duties.
6. Relay any important information to dispatcher (emergencies, automobile accidents, etc.)
7. Testify in court as needed.
8. Be professional, courteous, and tactful with the public.
9. Perform any department related duty as assigned.

For these routine duties, the incumbent will be made aware of all the deadlines and the normal order they should be completed.

### Requirements

1. The incumbent must become familiar with all parking ordinances of the Borough of West Chester.
2. Must be in good physical condition to be able to perform assigned duties which entail walking for most their work shift.
3. Must have strong communicative skills.
4. Must be a high school graduate.
5. This position is a full-time, hourly, FLSA non-exempt position. Regular schedule is Monday through Friday 8:00 AM to 4:00 PM. Schedule subject to change by management or contractual needs.

6. The Borough of West Chester currently requires all employees to be vaccinated against the virus that causes COVID-19 as a condition of employment.

**Essential Functions**

1. The incumbent must be physically fit and able to walk for most of the work shift outside in various weather conditions.
2. The incumbent must be able to issue clear and concise tickets manually and by using a handheld ticket machine.

The Borough of West Chester currently requires all employees to be vaccinated against the virus that causes COVID-19 as a condition of employment.

The Borough is an equal opportunity employer and does not discriminate based on age, sex, marital status, race, color, ancestry, national origin, political affiliation, religion, disability, genetic history or information, veteran status, or any other legally protected characteristic.

**Job Details**

Category: Parking Services

Salary: \$20.73 per hour

Posted: January 11, 2023 - Until Filled

How to Apply: <https://west-chester.com/Jobs.aspx>