

Town of Secaucus

Job Description

JOB TITLE: **PARKING ENFORCEMENT OFFICER (PART TIME)**

EXEMPT (Y/N):	No	SALARY LEVEL:	\$14.50 / Hour
SHIFT:	Mon-Fri 10am-2pm with flexibility as required for both days and hours including Evenings and Weekends *See below for more details	DIVISION:	Traffic
LOCATION:	various locations	DEPARTMENT:	Police
UNION AFFIL.:	NA	SUPERVISOR:	Lieutenant

SUMMARY: Under direction of the Police Lieutenant or his designees, check assigned areas during periods designated for violations and issue summonses on prescribed form. Record and report defective or damaged parking meters, and unsafe conditions.

***SHIFT:** May be required to work other hours and/or weekends as per department needs.

ESSENTIAL JOB FUNCTIONS include the following. Other duties may be assigned.

- Check assigned areas for violations.
- Issues summonses on prescribed forms.
- Record and report defective or damaged parking meters.
- Report unsafe conditions.
- Able to react to change productivity and handle other essential tasked as assigned.
- Notify police in the event of any situations and or emergencies.
- Supplement police department crossing guard program.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- High School diploma required or equivalent.
- Ability to read, write, speak, understand, and communicate in English.
- Must possess strong interpersonal skills in dealing with the public, in person, in stressful or emergency situations.
- Ability to perform duties with minimal or no supervision.

- Must have a valid New Jersey driver's license free from motor vehicle convictions for the last three (3) years.
- Applicants should be prepared to work a shift schedule which may involve evenings/nights and / or weekends.
- Pass standard fitness for duty testing to include hearing and vision.

PHYSICAL DEMANDS: 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 accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; walk; and use hands to finger, handle or feel objects, tools or controls. The employee frequently is required to reach with hands and arms, climb or balance, and talk or hear. The employee is occasionally required to sit and stoop, kneel, or crouch. The employee must be able to lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, peripheral vision, and depth perception.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee must work in outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions and extreme cold. The noise level in the work environment is usually moderate.

To apply submit an application and/or resume to itsirogiannis@secaucus.net.

The Town of Secaucus is an Equal Opportunity Employer

Please include reference code: **PEO PT EOE/M/F/D/V/SO**