



## **JOB VACANCY ANNOUNCEMENT**

**Job Title: Parking Enforcement Officer (PEO)**

**Department: Ticketing**

**Employment Type: Full-Time**

**Representation: District Council 33**

**Salary Range: \$35,403 - \$43,895**

**Persons Eligible:**

Anyone who meets the minimum qualifications.

**General Description:**

To enforce on-street parking regulations by patrolling the city's regulated parking zones. Parking Enforcement Officers (PEOs) are responsible for ticketing vehicles that they observe to be parked illegally. Enforcement officers encourage continuous turnover of vehicles by enforcing parking regulations fairly, consistently and thoroughly. This position requires thorough knowledge of parking regulations, Parking Authority policies and procedures, and attention to detail. All PEOs receive extensive training on the parking regulations that they enforce. Paid training is a minimum of four (4) weeks.

**Principal Duties:**

- Prepare and issue parking tickets.
- Patrol assigned streets of Philadelphia via motor vehicle or on foot.
- Contact PPA dispatcher when parked illegal vehicles are eligible for towing.
- Answer questions from general public seeking directions, knowledge of parking ordinances and regulations, and information of local attractions.
- Maintain a log of activities and complete incident reports as necessary.
- Report missing, unclear, and defaced signs and meters as well as unusual parking problems.
- May have to appear in court to give testimony relating to official duties.
- Driving beat duties include the following:
  - Vehicle is assigned for all or part of a tour of duty.
  - Officer must drive to assigned beat located in one or more of the following areas: Center City, Germantown/Mt. Airy, West Philadelphia, South Philadelphia or the Northeast.
  - Officer must patrol area on foot in order to enforce.
  - Officer will walk several blocks before returning to the vehicle and moving on to the next area of enforcement.
  - Officer spends approximately 35 percent of time driving to and within assigned enforcement area and approximately 65 percent of the time patrolling on foot.
  - The operation of a vehicle must conform to all parking and traffic laws.

**Required Knowledge, Skills and Abilities:**

- Communicate effectively both orally and in writing.
- Ability to walk and stand for long periods of time.
- Ability to work in all-weather conditions i.e. rain, snow, heat, cold etc.
- Proficiency in the use of technical smartphone/handheld devices
- Ability to work under pressure in a professional manner in situations including interactions with hostile & irate citizens.
- Ability to learn the geography of Philadelphia in addition to giving accurate directions to citizens and tourists
- Ability to learn Parking Enforcement Regulations for The City of Philadelphia.

**Minimum Acceptable Training, Experience, and Education:**

- High School Diploma or Equivalent.
- Valid Driver's License.
- Prior knowledge or experience with Smartphone/Handheld technology preferred.
- Geographically inclination preferred.
- Customer service background preferred but not required.

**Working Hours:** Schedule TBD – This is an essential position. Applicants must be available to work during Local, State, and National Emergencies as declared by the Authority or Government entities. Applicants must be available to work all shifts from Monday to Saturday, including holidays.

**Selection Process:**

1. Qualified applicants will be contacted to complete a computerized exam. Applicants must pass the exam with a total score of 70 points or higher to be considered for an interview.
2. Applicants will then be scheduled for an interview.
3. All selected applicants via interview process must pass a Job Related Physical examination by the Authority's affiliated examiner before starting as a Parking Enforcement Officer.
4. All pre-existing parking tickets and violations must be paid or satisfied either in full or payment plan.

*The Philadelphia Parking Authority is an Equal Opportunity employer and does not permit discrimination based on race, ethnicity, color, sex, sexual orientation, gender identity, religion, national origin, ancestry, age, disability, marital status, source of income, familial status, genetic information or domestic or sexual violence victim status.*

**PLEASE SEND RESUME/APPLICATION TO:**  
**PHILADELPHIA PARKING AUTHORITY**  
**HUMAN RESOURCES DEPARTMENT**  
**701 MARKET STREET 5<sup>TH</sup> FLOOR, SUITE 5400**  
**PHILADELPHIA PA, 19106**  
**HRADMIN@PHILAPARK.ORG**