

Job Description 1/23/2020

JM 1/24/20

Position Title: Part Time Ticket Writer/Lot Attendant  
Supervisor's Title: Director of Parking Enforcement  
Pay Rate: \$14.96 per hour

This Job Description is designed to accurately reflect job duties. However, it may not be all-inclusive and other job related duties may be required. Reasonable accommodations that do not cause an undue hardship on the Township will be considered as required by local, state, or federal law.

1. SUPERVISED BY  
This position is supervised by the Director of Parking Enforcement. The Director has the authority to direct the work of and evaluate the Inspector position. Comments are made through verbal and written instructions and by physical demonstration, as necessary. Evaluations are written and done at the conclusion of the introductory/training period and then annually.
2. SUPERVISES Non-supervisory
3. JOB IS: Part Time
4. WORK BREAKS: Two 15 minute breaks per shift
5. WORK SCHEDULE: Hours as assigned
6. SPECIAL SCHEDULE: Available, as necessary, unless prior arrangements have been made with the Supervisor.
7. POSITION PURPOSE  
Perform general duties of collecting money at the municipal parking lots and issuing parking violations throughout the Township.
8. MINIMUM REQUIREMENTS TO HOLD THIS POSITION  
(Education:
  - High School Diploma or GED equivalentA. Experience/ Training:
  - Must know Township streets.
  - Must be able to pass a Background & Financial Background Check.
9. ESSENTIAL GENERAL ABILITIES  
(Fundamental abilities required to hold this job.)

- Accurately complete administrative forms and reports in a timely fashion
- Adhere to all rules, regulations, and procedures, including those necessary to maintain required licenses, certifications, and/or registrations
- Apply common sense understanding to carry out instructions
- Attend meetings requested by supervisor
- Carry out job functions with or without supervision
- Must be able to read street maps.
- Carry out job functions without posing a direct threat to the health or safety to self or others
- Communicate effectively
- Have the maturity and poise to work with the public
- Exercise courtesy and tact when dealing with others
- Exercise sound judgment when evaluating situations, when offering positive suggestions, and when making decisions
- Maintain acceptable attendance/punctuality standards
- Maintain quality and quantity work standards
- Maintain socially appropriate behavior
- Read labels and written instructions which are typically in English
- Understand and comply with safety, personnel, and other policies and procedures
- Work effectively and harmoniously in a culturally and ethnically diverse work force
- Work in coordination with others
- Work under pressure typically associated with this type of position

10. FUNCTIONAL RESPONSIBILITIES

- Represent the Township in direct contact with the public.
- Write and file daily reports.
- Must be able to work overtime when required.
- Must have the ability to communicate with the public in a courteous and professional manner and cope constructively with stress.
- Ability to maintain confidentiality.
- Must have the maturity and poise to work with the public
- Must be able to collect parking fees and handle money in a proper manner
- Must be able to issue ticket stubs to daily parkers. Understand the concept of monthly hangtags
- Must be able to prepare a daily worksheet indicating the parking lot activity
- Must be prepared to hand deliver monthly bills to monthly parking lot customers
- Must be willing to work under the direction of a responsible supervisor
- Must be able to represent the Township in court proceedings related to the enforcement of parking violations
- When acting as a meter inspector must be in full uniform

- Must be willing to report faulty meter and unusual activity in parking spot
- Must possess skill and knowledge of various office equipment and be able to write parking violations
- Must be willing to work night and weekend shifts
- Must be able to travel several blocks at a time and be able to securely place parking tickets on the vehicles.
- Other job related duties as assigned.

## 12. PHYSICAL DEMANDS OF JOB

NOTE: In terms of an 8 hour workday: "Never" equals less than 1% ; "Occasionally" equals 1% - 33% ; "Frequently " equals 34% - 66% ; "Continuously" equals 67% - 100%.

- I. In an 6 hour workday, this job requires the physical ability to CONTINUOUSLY:
  - A) Sit for up to: 1 hour
  - B) Stand for up to: 6 hour
  - C) Walk for up to: 6 hour
  
- II. Job requires the physical ability to OCCASIONALLY LIFTING/CARRYING:
  - A) Up to 70 pounds
  
- III. Job requires the physical ability to function in activities involving:
  - A) OCCASIONALLY: Bending, climbing, reaching, exposure to marked changes in temperature and humidity, exposure to dust, fumes, and gases, and noise

**Upper Darby Township**  
**Office & Professional Employees International Union**  
**Part Time Ticket Writer/Lot Attendant**

1. \_\_\_\_\_  
Print Name/Employee Number

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Signature

2. \_\_\_\_\_  
Print Name/Employee Number

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Signature

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Signature

7. \_\_\_\_\_  
Print Name/Employee Number

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Signature

Posted All floors of municipal building, police station, fire headquarters, sanitation, yard, vehicle maintenance, highway yard, parks, electrical, welcome center, Watkins center, Pontiac senior center, leisure service office.