



BETHLEHEM PARKING AUTHORITY

85 W. North Street
Bethlehem, Pennsylvania 18018
Phone: 610-865-7123 – Fax: 610-865-7124
Email: info@bethpark.org - Website: www.bethpark.org

Position: Parking Enforcement Officer

Position Classification: Hourly

Reports to: Parking Enforcement Supervisor

Salary/Hourly Range: \$16.13

Date Posted:

The BPA has implemented transformational initiatives that bring technology, efficiencies, and sustainability into our evolving operations. We're committed to continuously exceeding expectations in providing an efficient parking system that supports the growth, safety, and sustainability of the beautiful city of Bethlehem. At the BPA, it's about each person bringing their unique skills and passion to a challenging and evolving industry.

Position Description:

The Parking Enforcement Officer will perform all duties assigned relative to enforcing Parking Ordinances and violations. This is a perfect opportunity for a self-starting, engaged professional to be a part of a team-oriented atmosphere.

Duties:

- Place parking violation notices on vehicles parked illegally, at expired parking meters, vehicles in violation of time zone restrictions, vehicles impeding traffic, those parked contrary to posted signs, and vehicles in violation of any other Bethlehem parking ordinances or general parking violation.
- Report inoperative parking meters or any other Parking Authority equipment in a timely fashion.
- Create reports, prepare daily activity logs, conduct surveys at specific locations, and attend meetings as required.
- Utilize and operate Parking Authority equipment as assigned.
- Look for those vehicles determined to be owned/operated by scofflaws and immobilize them.
- Perform other duties as assigned.

Experience and Education:

- Ability to follow instructions.
- High school diploma or equivalent required.
- Possession of a Driver's License with a good driving record.
- Possession of a valid driver's license with a good driving record.
- Capable of walking a patrol beat for an entire shift in all weather conditions.
- Candidate must be able to work a flexible schedule, including nights and weekends.
- Candidate must be able to communicate effectively both verbally and in writing.
- Candidate must be self-motivated and disciplined.
- Candidate must have the ability to be objective in the application of parking ordinances to situations.
- Candidate will be expected to learn the rules and regulations governing parking privileges and restrictions within the City of Bethlehem.
- Related experience preferred.

Additional Eligibility Qualifications

- Possesses excellent interpersonal skills, especially in collaborating and working well with others.
- Proficient in computer and mobile app skills.

Benefits

Generous benefits package including health insurance, dental insurance, a deferred compensation plan, and personal, vacation, sick, and holiday leave.

Shift pay differential offered

Please go to bethpark.org/employment or submit a cover letter, resume, and other supporting documentation to info@bethpark.org, with Parking Enforcement Officer in the Subject line.

