

PARKING ENFORCEMENT OFFICER– FULLTIME – SOMERVILLE BOROUGH

Population 12,000, 2.4 square miles, County seat. Enforcement of Pay Stations, and Electronic Street Meters 40 hours per week. Work is performed outdoors varying weather conditions. Duties require ability to walk for long periods of time, employee will be required to operate a hand held enforcement device and cellular or two way communication device. Successful candidate must have the ability to effectively communicate in a friendly manner. Candidate will be required to supervise part time staff and oversee daily enforcement operations. Assistance with collection system may be required. Position requires a HS Diploma, a valid NJ Driver's License with an excellent driving record. Candidates must pass a criminal background check. Successful candidate shall wear a uniform and maintain a professional appearance. Must be able to read, write and speak English clearly in order to provide courtroom testimony. Will be required to operate a municipal motor vehicle. Experience with enforcement of IPS meters and Metric Pay Stations a plus. The position is a Union position offering health benefits. A full job description is available at www.somervillenj.org

For consideration, submit resume with salary requirements to: Kevin Sluka, Administrator, 25 West End Avenue, Somerville, New Jersey 08876 or ksluka@somervillenj.org

The Borough of Somerville is accepting resumes for the position of **Full time Parking Enforcement Officer**. A current resume must be delivered or emailed to Kevin Sluka, Administrator, 25 West End Avenue, Somerville, New Jersey 08876 or ksluka@somervillenj.org no later than November 25, 2016.

The minimum qualifications for the position are as follows:

- Primary resident of the State of New Jersey
- Is able to read, write and speak English language well
- Is of good health, must be able to walk and stand throughout out shift
- Is a able to satisfactorily complete a background check
- Must have a valid driver's license and good driving record

The examples below for this title are for illustrative purposes only. An employee using this title may not perform all the duties in the job specification. Conversely, all duties performed on the job may not be listed.

In addition to duties below, the employee will be supervising the Part time Parking Enforcement Officer. The full time employee will be responsible for issuing summonses for parking violations in accordance with municipal statutes and ordinances related to parking during a 40 hour work week. The employee may be involved in collecting, counting, recording and depositing monies. The employee will have to learn the electronic parking issuing software but may also be required to issue hand written summonses as well.

Additional examples of work shall include:

- Issue electronic and hand written summonses
- Report repairs for meters
- Perform routine maintenance on meters if directed.
- Report supplies needed for operations
- Chalk tires if required
- Provide testimony in court
- Prepare reports for prosecution
- Maintains records and files
- Perform traffic control duties if necessary
- Ride a municipal patrol vehicle for issuing summonses
- Review ordinances and resolutions related to parking
- Perform job evaluations of part time staff
- Supervise part time staff