

**COUNTY OF CARBON
JOB ANNOUNCEMENT
NON-UNION**

Bulletin 43

POST DATE: February 24, 2023

APPLICATION DEADLINE DATE: Until Filled

POSITION: Part-Time Parking Meter Attendant

DEPARTMENT: Parking

RATE OF PAY: \$ 13.65 per hour

HOURS WORKED: As Scheduled

Applications to be filed with Human Resources Department – County Administration Building

by mail: Carbon County Human Resources, PO Box 129, Jim Thorpe, PA 18229, or

email: carbonhr@carboncounty.net or

fax: 570-325-9492

OVERALL OBJECTIVE OF JOB: To assist and enforce the parking patterns and parking ordinance on County Property.

QUALIFICATIONS:

EDUCATION/TRAINING: High School diploma or equivalent

WORK EXPERIENCE: 6 months of work experience in customer service with some knowledge of computers and smart phones.

ESSENTIAL FUNCTIONS OF JOB:

1. Assist employees, associates, and visitors while regulating parking and traffic flows in designated County parking areas.
2. Greet visitors in a courteous manner and give directions/instructions when needed.
3. Patrol County parking lots and/or designated County parking areas by foot.
4. Assist other enforcement agencies during peak tourist season on County property to ensure the flow of traffic.
5. Utilize handheld scanner to authenticate paid parking and issue tickets to those in violation of the County parking ordinance.
6. Collect monies deposited in collection boxes for paid tickets.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

1. Must be able to speak and understand the English language in an understandable manner in order to carry out essential functions of job.
2. Must possess good communication, interpersonal skills and writing skills.
3. Must possess the ability to function independently, have flexibility and the ability to work effectively with customers, co-workers and the general public.
4. Must be able to relate to the general public and explain parking ordinance.
5. Must have the ability to maintain confidentiality in regard to customers. Must possess knowledge of standard work practices and procedures.

WORKING CONDITIONS:

1. Work outdoor in various weather conditions.
2. Works with above average exposure to dirt/dust/ fumes/odors due to combustion engine vehicles transiting county parking zones.
3. Works with above average exposure to noise, stress and regular disruptions.
4. Relative to duties, there is exposure to all weather conditions.
5. Required to work non-traditional schedule to include weekends and holidays.

PHYSICAL REQUIREMENTS:

1. Must possess good public relation skills.
2. Must possess the ability to record, convey and present information, explain procedures and follow instructions.
3. Must be able to write legibly.
4. Must be able to sit, stand and walk intermittently throughout the workday with frequent periods of carrying and grasping with occasional twisting, bending, kneeling, and pushing/pulling necessary to carry out duties of the job.
5. Dexterity requirements range from coordinated movements of fingers/hands for operating equipment, including handheld scanner and County golf cart, to simple dexterity of feet/legs; torso as necessary to operate equipment.
6. Medium work with regular lifting/carrying of objects with a maximum weight of 25 pounds.

AN EQUAL OPPORTUNITY EMPLOYER