

Position Available - Parking Enforcement Officer/Parking Meter Collection/Parking Meter Repairer

The Bloomfield Parking Authority is looking to fill the above **PART TIME** position. Duties include, but are not limited to:

- Patrol designated areas and issue summonses for motor vehicles that are parked unlawfully or parked over time at a meter in an assigned area
- May be required to give sworn testimony in court pertaining to any contested summonses issued
- Does meter collection, count and record all monies collected from parking meters and pay stations, makes bank deposits
- Inspect gated equipment and pay stations in garage, replace ticket paper, clear jams
- Checks condition of parking meters and inform office personnel of any malfunctions
- Repair defective meters (replace batteries, clear coin jams)
- Updates defective meter log, notating what was wrong and corrective action
- Assist with general meter maintenance, paint meter poles, assist in garage/parking lot cleaning and upkeep.
- Other duties as required

Requirements:

- You must be able to complete a background check, drug test and possess a valid NJ license and clean driving record and must be fingerprinted
- Applicants must be able to read, write, speak and understand the English language to sufficiently perform the duties of this position
- Heavy face-to-face customer interaction, must maintain composure in dealing with the public
- Mandatory Saturday hours
- Weekly hours not to exceed 28 hours. This position does not offer benefits. Salary commensurate with experience