

Town of Secaucus
Job Description

JOB TITLE: **PARKING ENFORCEMENT OFFICER (PART TIME)**

Exempt (Y/N):	SALARY:	TBD
SHIFT: After 4 p.m./weekends	DIVISION:	N / A
LOCATION:	DEPARTMENT:	Police Department
UNION AFFIL.: None	SUPERVISOR:	Lieutenant

SUMMARY: Under the direction of the Police Chief or his Designee, checks assigned areas during periods designated for violations and issues violations summonses on prescribed forms. Records and reports defective or damaged parking meters, and unsafe conditions.

ESSENTIAL JOB FUNCTIONS include the following. Other duties may be assigned.

- Checks assigned areas for violations
- Issues violations summonses on prescribed forms
- Records and reports defective or damaged parking meters
- Reports unsafe conditions
- Able to react to change productively and handle other essential tasks as assigned
- Uniforms are required

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Must have good oral and written communication skills, and the ability to deal effectively with the public
- A valid New Jersey Driver's License free from major motor vehicle convictions for the last three (3) years
- Duties performed under various outdoor weather conditions
- Must understand and respect the confidentiality regulations

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is frequently required to stand and walk; and occasionally use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms.

The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision.

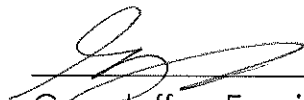
WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works in outside weather conditions.

The noise level in the environment is usually moderate.

NOTICE REQUIREMENT: Applications and resumes should be sent to the Human Resources Department at aramirez@secaucus.net

Date of Posting: May 28, 2024



Gary Jeffas, Esquire
Town Administrator/EEO Office