



Meter Officer

The City of Coatesville is one of the fastest growing urban areas in the region. Coatesville is a dynamic and diverse community experiencing economic revitalization. City employees are valued members of a team that collaborate, improve and succeed together. The City offers exceptional benefits, competitive wages, a supportive and positive working environment, and opportunities for professional development. The City of Coatesville is an Equal Opportunity employer.

Position Specifics

Department:	Police Department
Reports To:	Police Patrol Sergeant
Union Affiliation:	AFSCME
FLSA Classification:	Non-Exempt Hourly
Schedule:	M - F/May vary upon request and department needs
Pay Rate:	\$17.49
General Benefits:	Medical, vision, dental and wellness; pension and/or retirement contribution plan; paid time off and holidays; life insurance and disability

Position Summary

This is routine work patrolling an assigned area enforcing ordinances and regulations governing the parking of motor vehicles. Work is performed under the general supervision of a police officer. Assignments are limited in nature and are carried out according to detailed instructions. Work involves the enforcement of parking regulations in an assigned area.

Essential Duties & Responsibilities

- Patrols an assigned area on foot and/or operates an approved department vehicle.
- Sight checks vehicles parked in timed, metered or temporarily restricted areas.
- Copies license numbers to obtain accurate time count on vehicles parked in timed parking areas.
- Inspects parking meters for overtime violation. Prepares and issues parking violation tickets, checks meters for repairs.
- May need to appear in court to give testimony relating to parking violations.
- Maintain log of activities and complete incident reports as necessary.
- Picks up District Court hearing notices, drops off citations/criminal complaints.
- Ability to satisfactorily complete the prescribed course of training. Must be able to read and comprehend ordinances and regulations pertaining to the parking of vehicles.

- Prepare simple reports and maintain records.
- Other duties as assigned by the Chief of Police.

Required Qualifications

- High School Diploma or equivalent.

Preferred Qualifications or Competencies

- **Customer Service Oriented**
 - Excellent interpersonal skills
 - Establish and maintain effective working relationships with employees and City Officials
- **Confidentiality**
 - Maintain confidentiality when working with sensitive or personnel-related records
- **Professional**
 - Ability to work independently and take initiative and capable of working under pressure with minimum supervision
 - Ability to work in a team-oriented environment
 - Strong sense of accountability
- **Communication**
 - Ability to effectively communicate both verbally and written
- **Organized**
 - Organize projects and use analytical thinking skills to solve operational issues and problems

Physical Requirements

- Frequent sitting, talking, hearing, speaking and mental concentration necessary; use of hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms; specific vision requirements include close vision, color vision and the ability to adjust focus. Must be able to communicate and be understood clearly. May be required to lift or move files, books or supplies of up to 40 pounds.
- Typically requires stooping, kneeling, crouching, reaching, mobility, grasping, talking, seeing, hearing, climbing, crawling, and walking

Disclaimer

Management reserves the right to add, modify, change or rescind work assignments as needed. The above statements are intended to describe the general nature of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified. This job description is intended to convey information essential to understanding the scope of the position and it is not intended to be an exhaustive list of skills, efforts, duties, responsibilities or working conditions associated with the position.

How to Apply

Email your resume and personal statement to careers@coatesville.org