

# CITY OF BUTLER, PENNSYLVANIA

## JOB DESCRIPTION: Parking Violation Monitor

**DEPARTMENT:** Bureau of Police

**LOCATION:** City Streets & Parking Lots

**SUPERVISOR:** First-line Supervisor is the Chief of Police – Second-line Supervisor is the Mayor

**APPROVED BY:** City Council on January 26, 2023

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### SUMMARY.

As the City's Bureau of Police parking violation monitor (commonly referred to as meter monitor or monitor), assists the City's Police Officers in the inspection and patrolling of parking meters, parking stalls, and other designated nonmoving parking violations whether on City streets or in any municipal parking lot owned by the City. (See Chapter 87, Codified Ordinances of the City of Butler attached to this job description.)

### ESSENTIAL DUTIES AND RESPONSIBILITIES.

- Monitors are expected to have a thorough understanding of all parking regulations and ordinances and to successfully complete a job training program conducted by the Chief of Police.
- Monitors shall also have a thorough understanding of the parking permit system in effect for City Streets and parking lots operated by the City of Butler.
- Monitors shall enforce parking regulations and ordinances in the central business district, side streets and lots and garages to include writing and issuing citations for meter violations, the two-hour time limit on Main Street, other limited time parking zones, handicap zone violations, fire hydrant/lane violations and all other violations as directed by the Chief of Police.
- Monitors are expected to fairly and objectively enforce all parking regulations and ordinances. Selective non-enforcement or favoritism shall be grounds for dismissal.
- Monitors will wear and maintain a uniform issued by the City of Butler.
- Maintain an accurate log of all parking tickets issued to them.
- Monitors will submit, on a daily basis, all parking citations they prepare.
- Monitors will conduct themselves in a professional and courteous manner when dealing with the public.
- Monitors shall be expected to perform other duties assigned by the Chief of Police when it is not feasible to work outside because of weather conditions.
- Monitors will respond to and enforce parking regulations in specific areas when assigned by the Chief of Police or his designated representative.

- Monitors shall have a working knowledge of the minor judicial system and possess the ability to testify on behalf of the City at ticket hearings convened by the District Justice or other competent authority.
- Monitors must be “self-starters” and have the ability to work effectively without direct supervision.
- Monitors must have or learn how to operate communications equipment assigned to them by the Bureau of Police.
- Assist the parking manager in the collection of coin from meters and deposit in the bank.
- Performs other duties and tasks as directed by the Parking Manager or the Chief of Police.

**SUPERVISORY RESPONSIBILITIES.**

None.

**PERFORMANCE STANDARDS.**

To perform the duties of this position successfully, monitors must be able to perform each essential task in a satisfactory manner as determined by the Chief of Police.

**QUALIFICATIONS.**

Applicants for this position shall be not less than 18 years of age. They must be citizens of the United States and of good moral character. Applicants shall pass a physical examination arranged for by the City and a criminal background investigation. They must be bondable. In accordance with the provisions of the current and governing collective bargaining, monitors need not reside in the City of Butler.

**EDUCATION and/or EXPERIENCE.**

High school diploma or general education degree (GED), or one to three months related experience and/or training or an equivalent combination of education and experience. Must be fluent in the English language.

**LANGUAGE SKILLS.**

Monitors must be fluent in the English language and have the ability to read and comprehend, in English, simple instructions, short correspondence and memos. Ability to effectively present, in English, information in one-on-one and small group situations

**MATHEMATICAL SKILLS.**

Ability to add and subtract two-digit numbers and to multiply and divide with 10's and 100's. Ability to perform these operations using units of American money, weight measurements, volume and distance.

**REASONING ABILITY.**

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

**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.

1. While performing the duties of this job, the employee is regularly required to stand, walk, use hands to finger, and write traffic citations in a clear and legible handwriting.

2. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

**CERTIFICATES, LICENSES, REGISTRATIONS.**

Must possess a valid, current Pennsylvania driver's license.

**WORK ENVIRONMENT.**

The position requires the employee to work out of doors for extended periods of time and in all climatic conditions. The Chief of Police or his designated representative will decide when weather conditions prohibit meter monitors from working outside. Personnel assigned as monitors do not have the authority to make such determinations.

**Attachment:**

Chapter 87 (Traffic Violations Bureau), Codified Ordinances of the City of Butler