

Berkeley Springs Police Department

Parking Enforcement Officer



The Berkeley Springs Police Department is currently recruiting for the position of part-time Parking Enforcement Officer. Applicants must have a high school diploma or GED. Applicants need to have a valid driver's license, good communication skills, and the ability to learn meter maintenance.

Essential Duties and Responsibilities:

- Patrol assigned area of the City on foot in various weather climates for extended periods of time to ensure public compliance with existing parking regulations.
- Identify vehicles in violation of public parking regulations and issue citations as required utilizing hand-held tickets.
- Report unusual parking violations.
- Provide information to the public regarding parking regulations and facilities, and the location of streets, buildings, and points of interest.
- Present information and documentation as needed for court hearings.
- Wear and maintain the designated uniform.
- Work cooperatively with the Town of Bath staff and public to promote and uphold applicable laws, codes, and ordinances through efficient, equitable and fair parking enforcement activities.
- The incumbent is required on a regular basis to operate a vehicle observing legal and defensive driving practices.
- Collect and prepare revenue from parking meters for deposit.
- Perform diagnostic checks, repairing internal parking meter components, and maintaining parking meters.
- Assist with lobby reception/administrative duties while at the police station.
- Basic computer skills (Word, Excel, Email, etc.).
- Assist with traffic direction during parades/special functions.
- Must be willing to accept duty assignments that are assigned by the Chief of Police.

An application may be obtained in person at the Berkeley Springs Police Department, 271 Wilkes Street, 2nd Floor, Berkeley Springs, WV 25411 from 8:30am to 5:00pm Monday – Friday, and on the Town of Bath's website: townofbath.org.

Women and Minorites are encouraged to apply.
Equal Opportunity Employer.

Berkeley Springs Police Department
304-258-1198