

NOTICE TO LOCAL #1300 EMPLOYEES

SUBJECT: VACANCIES

Pursuant to Article VII, Section 2 and 3 of the 2007-2011 Collective Bargaining Agreement between Public Service Employees Local #1310 and the City of Wilkes-Barre, job openings are to be filled through a bidding process.

The City has two vacancies. Consequently, applications for the position of **PARKING ENFORCEMENT ATTENDANT**, Department of Police, Office of Parking Enforcement will be accepted in the Bureau of Human Resources from February 13, 2009 through February 20, 2009. Applicants who wish to be considered for these positions shall submit a standard application and/or resume to Christine M. Jensen, Human Resources Director and shall attach thereto any other data that would be helpful in determining their qualifications.

Pertinent information for this position is as follows:

1. **RATE OF COMPENSATION:**
 - a. The 2009 salary for this position is \$23,893.00 for current bargaining unit members. Newly hired bargaining unit members are also subject to the probationary pay scale outlined in Article XI, Section 3 of the Collective Bargaining Agreement between the City of Wilkes-Barre and Local #1310.

2. **HOURS OF WORK:**
 - a. Seven and one-half (7.5) hour work day, five days a week with various hours of work between the hours of 8:00 a.m. and 6:00 p.m., Saturday, Sunday and holiday work required; two consecutive days off per week but days off can vary; one (1) hour paid lunch period.

3. **DUTIES:**
 - a. Observes parked vehicles and writes tickets for violations of local and state parking laws. However, in the near future, the City intends to begin using hand held computers for parking enforcement.
 - b. Assists in the collection of money from parking meters.
 - c. Assists in the repair of inoperative meters and in the installation of new meters.
 - d. Assists in annual timing of meters.
 - e. Represents the City at Magistrate hearings on parking ticket appeals.
 - f. Records tickets written and maintains records.
 - g. Explains parking policies and other laws to the public and also gives directions and other assistance to the public as requested.
 - h. Assist in counting and recording revenue collected from meters, taking same to bank for deposit.

- i. Performs errands such as daily mail pickup or routine delivery as required.
- j. Maintains confidentiality of all materials/information.
- k. Other related duties as assigned.

4. QUALIFICATIONS:

- a. Ability to deal with the public in an efficient and courteous manner.
- b. Ability and stamina to walk long distances and endure all types of weather conditions.
- c. Emotional capacity to practice self-restraint with the public.
- d. Familiarity with computer systems and the ability to learn a new software system.
- e. Ability to write legibly and speak clearly.
- f. Ability to read, comprehend, and apply parking laws and ordinances.
- g. Familiarity with various makes and styles of vehicles, local streets and alleys, shops, and landmarks.
- h. Ability to observe situations and remember details for later recall. This applies to license numbers and vehicles in particular for chronic violators.
- i. Ability to safely operate the parking enforcement vehicle.
- j. High school diploma or equivalent.
- k. Ability to maintain confidentiality with all information.
- l. Ability to work with minimal supervision.
- m. Ability to physically perform the duties listed above.

5. PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT:

- a. Walking long distances.
- b. Occasional lifting of between 50 – 75 pounds.
- c. Safe operation of the meter repair vehicle.
- d. Stooping down to mark tires.
- e. Exposure to all weather conditions.

6. OTHER

- a. Wilkes-Barre City residency required throughout duration of employment. Successful applicant may take up to six (6) months to establish residency within the corporate boundaries of the City of Wilkes-Barre.
- b. Valid Pennsylvania Driver's License.
- c. Successful applicants will be required to wear a uniform provided by the City.



Christine M. Jensen, SPHR
Director of Human Resources
February 12, 2009

INDIVIDUALS OTHER THAN MEMBERS OF PUBLIC SERVICE EMPLOYEES LOCAL #1300 MAY APPLY FOR THIS POSITION BUT THEY ARE NOT COVERED BY ARTICLE VII OF THE AFOREMENTIONED COLLECTIVE BARGAINING AGREEMENT.

THE CITY OF WILKES-BARRE ASSURES THAT EMPLOYEES AND APPLICANTS FOR EMPLOYMENT ARE NOT DISCRIMINATED AGAINST BECAUSE OF RACE, AGE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, DISABILITY OR FAMILY STATUS.

THE CITY OF WILKES-BARRE IS AN EQUAL EMPLOYMENT/ AFFIRMATIVE ACTION EMPLOYER.