

## **Position Announcement**

### **Garfield Police Department – Parking Enforcement Officer (Part-Time)**

**Pay:** \$22.00 per hour

**Schedule:** Up to 29.5 hours per week

#### **Overview:**

The Garfield Police Department is seeking a dependable and professional Parking Enforcement Officer responsible for enforcing city parking ordinances and ensuring compliance throughout the City of Garfield. This position requires strong attention to detail, the ability to work independently, and the ability to interact professionally with the public in a variety of situations. Candidates must demonstrate reliability and professionalism in an unsupervised work environment.

#### **Essential Functions:**

- Enforce parking regulations, including:
  - Alternate side parking
  - Residential overnight parking
  - Commuter parking
  - Timed parking limits
- Patrol assigned areas on foot and by vehicle
- Issue parking summonses accurately and efficiently
- Observe and report parking meter or signage issues
- Interact with the public in a professional manner, including handling complaints, disputes, and enforcement-related interactions
- De-escalate confrontational situations while maintaining composure and professionalism

#### **Work Schedule Requirements:**

Candidates must be available to work a flexible schedule, including early mornings, evenings, weekends, and overnight shifts. **Overnight shifts are required.**

- Daily overnight shift: 2:30 AM – 6:30 AM
- Weekday shifts: 7:30 AM – 1:00 PM, 1:00 PM – 7:00 PM
- Saturday shifts: 9:00 AM – 2:00 PM, 2:00 PM – 7:00 PM

#### **Minimum Qualifications:**

- Must be at least 18 years of age
- High school diploma or equivalent
- Valid New Jersey driver's license
- Ability to pass a background investigation

### **Preferred Qualifications:**

- Associate's Degree or Bachelor's Degree
- Prior customer service, security, or enforcement experience
- Familiarity with the City of Garfield and its streets/geography
- Strong conflict resolution and de-escalation skills
- Ability to work independently with minimal supervision

### **Key Skills & Attributes:**

- Reliability and punctuality, especially for early morning and overnight shifts
- Strong communication and interpersonal skills
- Sound judgment and professionalism in public interactions
- Attention to detail and accuracy in documentation
- Proficiency in operating computers for enforcement tasks

### **Physical Demands & Work Environment:**

- Required to work outdoors in all weather conditions
- Must be able to observe details both up close and at a distance
- Ability to sit, stand, and walk for extended periods of time
- Frequent entry and exit from vehicles during patrol
- Must possess sufficient manual dexterity to operate issued equipment, handheld devices, and computers
- Perform both foot and vehicle patrols throughout the City of Garfield and related facilities
- Must be able to safely operate a vehicle, including in adverse weather and road conditions


### **Application Process – Follow Exactly:**

Applicants must submit **all three items together:**

1. Letter of interest
2. Resume
3. Photo of valid New Jersey driver's license

Submit all materials via email to: **greno@garfieldpolice.org**

**Subject line:** Garfield Police Department - Parking Enforcement Officer

 Applications missing any item will **not** be considered.

**Note:** Due to the volume of applications, only candidates selected for further consideration will be contacted.

### **Additional Information:**

All applicants will be subject to a background screening.

The City of Garfield is an Equal Opportunity Employer.

This position will remain open until filled. The City reserves the right to fill the position at any time during the recruitment process.  
Applicants who have previously applied must reapply for consideration.