

## **Metuchen Full Time Parking Authority Agent**

Metuchen is seeking a full time Parking Authority enforcement officer. Under the direction of the Parking Director, the Parking Enforcement Agent is responsible for enforcing municipal parking ordinances in on-street and off-street locations. This includes issuing summonses, ensuring turnover in high-demand areas (e.g., downtown business districts and commuter zones), and supporting overall traffic and parking compliance. Schedule is Tuesday through Saturday 10:00am to 6:00pm.

The position requires strong customer service orientation while maintaining consistent and impartial enforcement of local codes.

### **Key Responsibilities**

- Patrol assigned routes (Downtown and MPA Permit Lots)
  - Enforce municipal parking ordinances including meters, pay stations, time limits, and permit lots
  - Issue parking summonses using handheld citation systems; document violations with photos and notes suitable for court proceedings
  - Coordinate with Police Department for escalating situations
  - Support special events, road closures, and temporary parking restrictions
  - Inspect meters, pay stations, and signage; report malfunctions or vandalism
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### **Court & Administrative Duties**

- Prepare documentation and evidence for contested tickets
  - Appear in New Jersey Municipal Court as required
  - Provide testimony regarding issued summonses
  - Assist administrative staff with citation review or appeals when needed
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### **Qualifications**

- High school diploma or GED required
  - Experience in parking enforcement, code enforcement, security, or customer service preferred
  - Knowledge of or ability to learn New Jersey traffic and parking regulations (e.g., Title 39 basics)
  - Valid New Jersey driver's license with clean driving record
  - Ability to operate handheld enforcement device and basic software systems
  - Must be able to operate MLPR (Mobile License Plate Recognition)
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To apply, please email your cover letter and resume **with the subject line 'Full Time Parking Authority Enforcement Officer' to [mperilstein@metuchen.com](mailto:mperilstein@metuchen.com)**.

Applications will be reviewed and interviews may be conducted as they are received.

The Borough of Metuchen is an equal opportunity employer. Offer of employment is contingent upon background check as part of Borough policy.