

PARKING ATTENDANT

DISTINGUISHING FEATURES OF THE CLASS: This is routine work involving responsibility for patrolling parking areas, assessing safety conditions and issuing tickets or warnings to parking violators. The work is performed under the direct supervision of the Airport Parking Manager or other administrator. Does related work as required.

TYPICAL WORK ACTIVITIES:

Oversees the parking of cars so as to maintain order and to use all available space in an orderly fashion;
Directs the general public, students and/or faculty to offices and buildings;
Maintains a receipt report for each shift;
Calculates the parking fee due;
Enforces parking regulations;
Issues tickets and warnings;
Maintains necessary records;
Furnishes information to and assists the public;
May answer the telephone and provide routine information;
May assist customers with minor automobile trouble;
May participate in snow removal.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of systematic parking of automobiles;
Working knowledge of business arithmetic and English;
Ability to give and follow simple oral or written directions;
Ability to write legibly;
Ability to communicate with the public and to get along with others;
Neat appearance;
Dependability;
Courtesy;
Physical condition commensurate with the duties of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency diploma.

SPECIAL REQUIREMENT WHEN EMPLOYED WITH THE DEPARTMENT OF AVIATION:
May be required to lift up to 50 lb items.