

PARKING ATTENDANT

Code No.: 4-12-017
COMPETITIVE

DISTINGUISHING FEATURES OF THE CLASS: This position involves monitoring and enforcing parking regulations at various educational buildings and facilities. The employee reports directly to, and works under the general supervision of a parking services manager, educational administrative staff, or other higher level staff member. Does related work as required.

TYPICAL WORK ACTIVITIES: (All need not be performed in a given position. Other related activities may be performed although not listed.)

Enforces rules and regulations relative to parking on school grounds;

Monitors all vehicles for appropriate registration display;

Works with school personnel and law enforcement agencies to ensure a safe environment within school grounds, issues appropriate warnings;

Assists with vehicle registration process for students and staff;

Performs routine maintenance/repair of parking meters;

Issues daily reports on monitored activities;

Directs vehicles to parking spaces at special events, receives payment for parking fees, provides change and issues receipts.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Working knowledge of sound traffic safety practices; ability to communicate orally and in writing; organizational ability; ability to interpret policies and guidelines; ability to work effectively with students in a school setting; ability to work with the public; ability to direct vehicles to parking spaces; ability to take payment for parking and giving correct change; good judgment; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Completion of the eighth grade.

FORMERLY: Parking Lot Attendant, part time

REVISED: September 9, 1999

REVISED: September 7, 2000

REVISED: March 28, 2017