CLASS SPECIFICATION
PARKING FACILITY ATTENDANT

DEPARTMENT: Parking Division          DATE: July 2021

SALARY GROUP: Part-time

FLSA Status: Non-Exempt, Hourly

SUMMARY: Under direction, to control and monitor the parking of motor vehicles, enforce parking regulations; provide security; the public; maintain facility cleanliness; and do related work as required in a municipal parking facility.

DISTINGUISHING CHARACTERISTICS: The Part-time Parking Facility Attendant position is a non-career track, hourly-based position that is excluded from membership in CalPERS. Part-Time Workers may work for a limited period of time or on a regular, or part-time schedule throughout the year. Work schedule and hours vary depending on the needs of the City and the employee’s availability. Minimum hours and specific work shifts are not guaranteed and may be adjusted by the employer at any time.

ESSENTIAL FUNCTIONS: Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. Factors such as regular attendance at the job are not routinely listed in job descriptions, but are an essential function. Essential duties and responsibilities may include, but are not limited to, the following:

- Operates automatic revenue control equipment;
- Provides security in parking facilities by observing activities and patrolling in facilities;
- Provides general assistance and information to motorists;
- Assist in traffic control;
- May assist in the collection of survey information;
- Monitors and directs vehicular traffic on Wharf I;
- Enforce parking regulations;
- Maintains cleanliness of parking facilities and parking administrative offices;
- Monitors conditions and supplies in restrooms;
- Assists with litter pick-up in and around parking facilities;
- May make minor repairs to parking equipment;
- Use two-way radio;
- Must be available and willing to work on weekends, holidays, evenings, nights and at irregular hours.
- Other duties as assigned.

MINIMUM QUALIFICATIONS:

Education: Graduation from high school or GED equivalent.

Experience: Experience involving public contact and monetary transactions is desirable.

An equivalent combination of education and experience may be considered.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT:

Physical Demands
● Standing & Walking – Standing for extended periods of time and/or walking distances (1 or more miles).
● Lifting - Ability to safely lift up to 50 pounds; use proper lifting techniques including bending at the knees.
● Climbing - Ability to ascend 10 ft. or more up ladder(s).
● Manual Dexterity - The ability to perform multiple work activities requiring a significant level of physical and mental coordination, such as using hand and power tools; repair and calibration of instruments;
● Visual - Acuity for driving long periods; reading literature for long periods; industry warning signs and instruments; reading maps and diagrams, computer screen.
● Hearing and Speech - Ability to communicate in person and over the telephone.
● Mobility - Ability to operate a motor vehicle, and reach, push, pull, stoop, bend, and squat.
● Reflexes - Ability to quickly and automatically respond to emergency and safety situations.
● Wear and operate in protective equipment as assigned, when working in hazardous or potentially hazardous conditions, including but not limited to head protection, eye protection, respiratory protection, hand protection, foot protection, knee protection, and full body protection.

**Environmental Elements**
Employees work in a parking garage, parking booth and/or outdoors with exposure to inclement weather, noise, dust and moving vehicles. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures. This position requires the ability to work a flexible schedule including weekends, evenings, and holidays.