**Title:** Parking Facility Attendant

**Pay Scale Group:**

**Essential Function**

Under general supervision from a parking facility superintendent or other administrative supervisor, provide customer service and prompt processing of transactions.

**Characteristic Duties**

1. Meet, greet and thank parking customers. Accurately and promptly process transactions. Provide information and directions as needed. Complete accurate operational and cash handling reports.

2. Enforce parking rules and regulations and monitor traffic flow and vehicles for parking authorization. Obtain spitter tickets for reporting needs and assist in minor mechanical repairs to machinery and equipment. Provide security for parked vehicles and issue citations for parking violators.

3. Direct parking and traffic when needed and perform service/attendant function for special events (football and basketball games, concerts, etc.).

4. Make periodic rounds inside and outside of parking areas and buildings watching for prowlers, safety issues and other dangers to property when assigned.

5. Move vehicles when necessary.

6. Perform related duties based on departmental need.

**Unusual Working Conditions**

- Exposed to extreme weather conditions. Shifts may vary based on departmental need.

**Minimum Qualifications**

- Basic mathematical aptitude and ability to read warnings signs. Must have valid driver’s license.

*Last updated: April 2016*