

Parking Lot Attendant I

DEFINITION

This is routine, semi-skilled work in the operation and maintenance of City underground and surface parking facilities.

Employees of this class attend entrance and exit booths at parking facilities, calculating and collecting charges for public parking, explaining charges to customers, operating cash registers and balancing cash tapes to collected monies. In addition, the incumbents are charged with the responsibility of maintaining the facilities in a clean and orderly state, including parking lot area, parkade floors, ramps, stairwells and related facilities. This involves operating a small sweeper, driving a refuse truck to a designated dump site and emptying the refuse.

Employees patrol the parking facilities ensuring security of vehicles and making minor repairs to facilities. Work assignments are routine resulting in limited opportunity for independent decision-making. Supervision is received through daily inspection of work area and verification of cash tape balance.

TYPICAL DUTIES*

Mans entrance and exit booths at City parking facilities ensuring orderly vehicle traffic.

Calculates and collects charges for parking; operates cash registers; explains charges to customers; balances cash tapes to monies collected.

Replaces tickets in dispensing machines.

Issues monthly parking permits.

Cleans parking lot and parkade facilities, washing and sweeping floors, stairwells, ramps and related facilities.

Drives a refuse unit and unloads refuse at disposal site.

Patrols parking lot or parkade ensuring vehicle security.

Deals with customer problems such as dead batteries, locked keys, etc.

Operates and performs minor servicing to non-complex equipment and small mechanical apparatus such as sweepers, ticket spitters, etc.

Paints floor lines and performs touch-up painting of curbs, walls and pillars.

Keeps minor records.

Performs related duties as required.

KNOWLEDGE, ABILITIES AND SKILLS

Some knowledge of standard methods, materials, tools and equipment used in parking facilities operations.

Some knowledge of safety precautions and hazards involved in work assigned.

Ability to calculate appropriate parking charges and balance of cash tapes.

Ability to deal effectively with public user problem and queries.

Ability to understand and execute oral and written instructions.

Ability to keep simple records.

Skill in the use and care of equipment, mechanical apparatus and hand and power tools for work assignments.

TRAINING AND EXPERIENCE REQUIREMENTS

Job Level

Completion of Grade 12 and one year of cashier/teller experience or an equivalent combination of training and experience. Possession of a valid Alberta Class 5 Motor Vehicle Operator's License.

** This is a class specification and not an individualized job description. A class specification represents and defines the general character, scope of duties and responsibilities of all positions within a specific job classification. It is not intended to describe nor does it necessarily list the essential job functions for a specific position in a classification. Positions may perform some of the duties listed above but this does not necessarily qualify for placement into this classification.*

Salary Plan	<u>10M</u>	<u>10A</u>	<u>10B</u>	<u>10C</u>
Job Code	0247			
Last Updated:	1991-10			
Previous Updates:				
Originated:	1980-09			