

## Parking Lot Attendant II

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### **DEFINITION**

This is working-level foreman work supervising the operation and maintenance of City underground and surface parking facilities.

Employees of this class supervise and participate in the work of semi-skilled subordinates operating booths at parking facilities, calculating, collecting and explaining charges for parking, balancing cash register tapes and performing minor maintenance to facilities. This involves ensuring a clean and orderly state of parking areas; stairwells and related facilities. Incumbents are charged with the responsibility of arranging for proper work coverage to compensate for absenteeism and ensuring that all equipment is fully operational on all shifts. Employees of this class exercise limited decision-making to effect major operational changes since much of the work follows standard procedures, however, they may be called upon to deal with varied emergency situations, particularly on the off-shifts. Work assignments, in the form of oral or written instructions, are generally routine in nature with supervision received through visual inspection of work in progress or upon completion. Feedback from facility users is also a basis of work assessment.

### **TYPICAL DUTIES\***

Assigns, supervises and participates in the work of parking lot and parkade attendants ensuring orderly vehicle traffic, calculating, collecting and explaining parking charges and balancing cash tapes to monies collected.

Arranges for work coverage as a result of absenteeism, closes down or opens exits and entrances as necessitated by traffic volume and manpower deployment.

Deals with emergency problems such as dead batteries, locked keys, vehicle damage, etc.

Assigns, supervises and participates in minor maintenance to facilities including sweeping and washing of parkade floors, ramps, stairwells and related facilities; disposal of debris; painting floor lines and touch-up painting of curbs, walls and pillars.

Monitors equipment performance and refers operational problems to the supervisor, assigns, supervises and participates in minor servicing; may arrange for appropriate journeyman to repair malfunctions.

Patrols parking lot and parkade area maintaining security surveillance.

Keeps minor records.

Performs related duties as required.

### **KNOWLEDGE, ABILITIES AND SKILLS**

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

Knowledge of safety precautions and hazards involved in the work assigned.

Ability to assign, direct and supervise the work of subordinates and provide instruction on work procedures.

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**Parking Lot Attendant II**

Ability to understand and execute verbal and written instructions.

Ability to deal effectively with public user problems and queries.

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 three years 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.*

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Salary Plan	<u>10M</u>	<u>10A</u>	<u>10B</u>	<u>10C</u>
Job Code	0248			
Last Updated:	1991-10			
Previous Updates:				
Originated:	1980-09			