

PARKING ATTENDANT
(Class Code 3530)

Task List

1. Prepares work booth for the day by retrieving tickets and change funds, logs starting ticket number before the first customer arrives in order to prepare for incoming and outgoing business.
2. Records time-in on ticket and distributes tickets ensuring that the correct copies go to the customer, vehicle, and attendant, in order to process incoming vehicles.
3. Ensures tickets are in proper numerical order, the amount of change fund is correct and the time on equipment (ticket machine or time clock) is accurate.
4. Receives ticket from customer, inserts time-out on ticket, determines amount due (considering any validation}, takes money, makes change, issues receipt (if requested), and may give directions in order to process outgoing vehicles.
5. Sets up cones, directs cars to proper places, sets up signs at proper locations, and works as quickly as possible while maintaining the proper degree of accuracy in order to ensure the efficient and safe flow of traffic through the parking area.
6. Records customer's name, address, and vehicle and license numbers, and gives customer C.O.D./PTP (cash on delivery/ promise to pay) card containing amount due and payment address in order to process public parking customers who have insufficient funds.
7. Inspects cash coming from customers in order to ensure that no counterfeit money is taken.
8. Monitors denominations of cash on hand in order to ensure that proper change for customers is available.
9. Counts amount of cash on hand and, when the amount reaches the set limit by location, bundles a drop to be picked up by a supervisor in order to ensure that, for security reasons, cash on hand is not excessive.
10. Records stop number from last ticket, sorts and counts tickets by amount paid, counts cash and balances against total due from tickets, fills out cash report, and counts and pulls starting cash for next shift in order to end shift at public parking booth.

11. Monitors incoming vehicles to verify proper permits (type and expiration date), authorized City vehicles, and gate passes in order to ensure that only authorized vehicles enter permitted parking areas.
12. Inspects incoming vehicles for clearance, speed, and mechanical operation (e.g. excessive exhaust or leaking fluids), and either warns violators or asks them to leave in order to maintain safe conditions within the parking area and protect people and property.
13. Receives special pass authorization from the parking office over the phone, fills out a pass when a vehicle arrives, and directs the vehicles to the proper part of the parking area in order to process special pass requests.
14. Patrols and maintains parking and booth areas for hazards such as lighting, defective equipment, broken glass, gas or leaks, vehicles left running, or unattended children, reports or corrects the situation in order to ensure a safe environment in the parking area.
15. Drives around the parking area and pours sand on fluid spills, or picks up hazardous debris such as bad oil, metal or broken glass using proper PPE or other equipment in order to remove hazards from the parking area.
16. Patrols the parking area for unauthorized individuals, gives directions if necessary and reports to security if unauthorized individuals refuse to leave the premises in order to ensure a safe environment.
17. Patrols parking area for unauthorized vehicles and/or parking situations such as missing, wrong, stolen, lost, or expired permits, wrong location within parking area, or improper or unsafe parking; writes warning notices; and may notify Traffic Officer for citation in order to ensure that there is ample space for authorized users.
18. Files warning notices by license number, looks for repeat offenders, and reviews repeat offenders with supervisor in order to determine if vehicles should be cited or towed.
19. Drives golf cart or rides with Traffic Officer through parking area in order to identify vehicles to be cited and patrol the area.
20. Gives customer claim ticket, takes keys, parks vehicles upon arrival, retrieves vehicle upon departure (moving other cars as necessary), and gets claim ticket back in order to accommodate special visitors.

21. Places warning signs and removes excess water from the booth area using a squeegee in order to prevent vehicles and pedestrians from slipping during heavy rains.
22. Picks up City vehicles, fills with gas, washes windshields, records mileage and vehicle number, and returns vehicle to parking area in order to service City vehicles assigned to City Council members and their aides.
23. Drives City vehicles in order to transport materials and supplies between parking areas, or to run special errands upon the instructions of a supervisor.
24. Patrols various sections of the parking area in order to determine when a section is full or to account for how many spaces are available.
25. Directs and maintains the flow of traffic into the parking area in order to prevent congestion, and, if the lot is full, directs vehicles to other available lots.
26. Sets up cones and barriers around hazardous areas and construction sites in order to ensure the safety of vehicles and pedestrians.