

## **PARKING ATTENDANT**

### **CLASS SUMMARY**

Under general supervision, performs a variety of operations involved in the physical use of college parking facilities and other duties as required.

### **REPRESENTATIVE DUTIES**

Assists students, faculty, staff and visitors in maintaining compliance with parking rules and regulations. Determines validity of parking permits. Under District Safety Officer guidance, collects and counts money from meters, assists in traffic direction and control, and may operate remote communication equipment. Directs public and employees to parking areas. Enforces campus parking regulations. May issue warnings and citations. Maintains lists of parking permits reported lost or stolen. May assist District Safety Officers in clearing traffic hazards. Articulates directional information for visitors. Prepares reports, as needed. May perform duties at any site, as required by the district for all or part of a shift. Reports damage, accidents, problems, and makes recommendations regarding signage.

### **ORGANIZATIONAL RELATIONSHIPS**

This position reports to the Director of District Safety or other appropriate campus administrator. This position works with college administrative personnel, faculty, classified staff, students, the public and other Safety Department staff in matters related to parking. Day-to-day direction may be provided by District Safety Officers.

### **DESIRABLE QUALIFICATIONS GUIDE**

#### **Knowledge and Abilities**

Knowledge of: first aid, CPR and certification for same.

Ability to: read; write; perform mathematical calculations; follow oral/written directions; learn parking rules and regulations; learn location of buildings, streets and parking areas on all campuses; learn methods of traffic control and direction; give clear directions; meet the public; obtain a California Motor Vehicle Operator's license and have a driving record that meets minimum standards as established by the District's insurance carrier; collect money from meters

### **ESSENTIAL JOB FUNCTIONS**

Issuance of citations for parking violations. Direct traffic. Give oral and written directions. Administer emergency first aid and CPR. Collect money from meters. Enforce traffic and parking regulations.