



**DEPARTMENT OF HUMAN RESOURCES
CITY & SCHOOLS**

**CITY OF STAUNTON
POSITION DESCRIPTION**

JOB TITLE: Parking Attendant	DEPARTMENT: Public Works
IMMEDIATE SUPERVISOR: Equipment Maintenance/Traffic Superintendent	GRADE/RANK: Grade 4
	FLSA/ESSENTIAL STATUS: Non-Exempt

GENERAL DEFINITION AND PURPOSE OF WORK:

Performs routine duties in the operation of all City parking facilities and metered lots. Collects, accounts for and documents parking monies collected.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

The minimum performance expectations include, but are not limited to, the following functions/tasks:

- Opens facilities and lots;
- Checks equipment for proper operation, makes minor repairs as needed;
- Reloads tickets in machines;
- Ensures City parking policies for lots and garages are followed;
- Gives change and provides directions to patrons;
- Counts money collected and completes daily operation reports;
- Maintains accurate inventory of all equipment/supplies needed for operation;
- Inspects all facilities and lots to ensure cleanliness. Cleans and maintains facilities and lots as required to maintain a neat and clean image to the public;
- Collects and deposits monies from garages and parking lots;
- Counts, processes for deposit and maintains reports of amounts, lots, etc. for accounting and audit purposes;

- Identifies parking equipment requiring repairs to supervisor and;
- Performs other related duties as assigned by supervisor.

KNOWLEDGE, SKILLS AND ABILITIES:

- Ability to follow oral and written instructions, policies and procedures;
- Ability to make mathematical computation quickly and accurately and count large sums of money;
- Ability to document and complete reports;
- Computer skills including word processing and spreadsheets;
- Ability to communicate effectively with the public and;
- Basic mechanical skills to make minor repairs to meters and ticket machines.

QUALIFICATIONS/EDUCATION AND EXPERIENCE:

High school diploma, GED or equivalent complimented by customer service and money handling experience.

SPECIAL REQUIREMENTS:

Ability to ability to provide outstanding customer service and serve as ambassador for the City of Staunton. Ability to make mathematical computations quickly and count money accurately.

PHYSICAL DEMANDS and ENVIRONMENTAL CONDITIONS:

Position requires the ability to walk, stand, sit, bend, reach, and lift objects up to 30 pounds. Must have fine motor skills and strong gross grip. Must be able to work in all weather conditions.

ADA:

The employer will make reasonable accommodations in compliance with the American with Disabilities Act of 1990.

SUPERVISORY RESPONSIBILITIES:

No supervision duties are assigned to this position.

EXAMPLES OF EXPECTED DECISION MAKING:

Individual in this position will be required to determine if repairs are needed to equipment. Individual will determine proper coding on monies and what supplies should be ordered.

This job description in no way states or implies that these are the only duties to be performed by this employee. The Parking Attendant will be required to follow any other instructions and to perform any other related duties as assigned by the supervisor. The City of Staunton reserves the right to update, revise or change this job description and related duties at any time.

EVALUATION:

Performance of this job will be evaluated in accordance with city policy, using information from various sources to study and review the position holder's ability and effectiveness in carrying out the above responsibilities.

Approved by: Director of Public Works and Chief Human Resources Officer

Revised Date: 2019