

**Franklin County Board of Commissioners
Classification Specification & Job Description**

<u>CLASSIFICATION TITLE:</u> Parking Facilities Attendant/ Security Assistant	<u>CLASS NUMBER:</u> 20101	<u>FLSA:</u> Non-Exempt
<u>AGENCY/DIVISION:</u> Public Facilities Management	<u>JOB TYPE:</u> Full Time, Classified	<u>PROBATION PERIOD:</u> 120
<u>BARGAINING UNIT:</u> AFSCME	<u>PAY GRADE:</u> A3	<u>POSITION CONTROL #:</u> 032116
<u>POSITION LOCATION:</u> 373 S High Street, Lobby, Columbus, OH 43215	<u>TYPICAL WORK SCHEDULE:</u> Monday – Friday 7:00 AM – 4:00 PM	<u>SUPERVISOR (PCN):</u> Parking Facility Foreman (032110)
<u>JOB TITLE (PCN) OF THOSE DIRECTLY SUPERVISED:</u>		

CLASSIFICATION PURPOSE:

The primary purpose of the Parking Facilities Attendant/Security Assistant classification is to provide security to parking facility functions and to enforce parking rules and regulations.

JOB DUTIES:

Enforce and monitor parking facility for damage, dangers and threats. Report suspicious activity to proper authorities. Regarding vehicles parked in reserved and/or handicapped spaces, monitor vehicles for proper authorization. Arrange towing of vehicles parked improperly in no-parking zones, blocking entrances, or taking up more than one parking space. Provide security escort to parking facilities supervisor for transfer of cash to and from Treasurer’s office and parking facility cashiers. Check and cosign balanced check paperwork. Collect parking tickets, apply appropriate charge, make change and issue payment receipts. Total parking tickets, balance cash register drawer and prepare cash deposits. Process credit card transactions. Assist customers who need assistance finding vehicles. May direct visitors to their destinations and/or provide information to drivers. Respond to customer complaints or concerns. Maintain regular and predictable attendance.

These duties are illustrative only and you may perform some or all of these duties or other job-related duties as assigned.

MAJOR WORKER CHARACTERISTICS:

Knowledge of safety practices; public relations; agency policy and procedures. Skill in equipment operation. Ability to recognize unusual or threatening conditions and take appropriate action; add, subtract, multiply and divide whole numbers; recognize safety warnings; work alone on most tasks; demonstrate physical fitness.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

High School diploma or GED, with one (1) year experience as a cashier; or any equivalent combination of training and experience.

Additional Requirements

Must maintain a valid Ohio driver’s license.

Supervisory Responsibilities

None required.

UNUSUAL WORKING CONDITIONS:

May be required to wear personal protective equipment (PPE) to perform duties.

Acknowledgement of Receipt:

I acknowledge that I have received a copy of my position description and can perform the essential functions of the job duties as described in the position description.

Employee Name

Employee Signature

Date