

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

<u>CLASSIFICATION TITLE:</u> Parking Facilities Attendant	<u>CLASS NUMBER:</u> 30501	<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> 032111
<u>POSITION LOCATION:</u> 373 S High Street, Lobby, Columbus, OH 43215	<u>TYPICAL WORK SCHEDULE:</u> Shifts vary: Monday – Friday (7:00 AM - 4:00 PM; 8:00 AM – 5:00 PM; 9:15 AM - 6:15 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 classification is to enforce parking rules and regulations, to collect parking fees, and to assist visitors to parking and to their destination.

JOB DUTIES:

Collect parking tickets and accurately disburse the appropriate change. Total parking tickets, balance cash register, and draw and prepare cash deposits. Enforce parking rules and regulations and ensure vehicles are parked in authorized areas. Provide security for parked vehicles and regularly monitor parking facility for damage, danger and threats. Process credit card transactions. Perform light housekeeping duties and maintain a clean parking booth. Report suspicious activity to proper authorities. Direct visitors to their appropriate destination and provide information to drivers. Respond to complaints from customers and assist them when they have forgotten where they parked their vehicle. 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; agency policy and procedures. Skill in equipment operation. Ability to carry out simple instructions; deal with problems involving few variables in familiar context; define problems, collect data, establish facts and draw valid conclusions; recognize unusual or threatening conditions and take appropriate action; read and record figures accurately; add, subtract, multiply and divide whole numbers; recognize safety warnings; work alone on most tasks.

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

No special license or certification is required.

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