



Position Title: Part-Time Parking Lot Attendant

Job Code: 8370-00E

Reports To: Public Safety Supervisor

Grade: A4

FLSA: Non-Exempt

Job Description:

The Part-Time Parking Lot Attendant routinely checks vehicles/drivers entering established parking facilities to ensure that cars are legally parked and that no other problems exist that would have an adverse impact on the educational process and keeps the traffic flow moving within the parking areas and are expected to assist and provide directions to students, faculty, staff and guests.

Duties & Responsibilities:

- Checks for proper identification and permits of vehicles entering the parking area.
- Keeps the traffic flow moving to avoid traffic delays.
- Monitors the pedestrian traffic entering and exiting the parking area to prevent unauthorized personnel from entering or harassing the parking area users.
- Provides foot or vehicular patrol to safeguard the parking area and enforce traffic rules and regulations.
- Directs traffic as needed in the parking areas.
- Assists other assigned security personnel when necessary.
- Uses two-way radio to request assistance and information when necessary.
- Provides information and directions to people in the area.
- Performs other duties as assigned.

Essential Personnel:

This function/position has been designated as “essential.” This means that when the College is faced with an institutional emergency, employees in such positions may be required to remain at their work location or to report to work to protect, recover, and continue operations at the College.

Minimum Requirements:

- High school diploma or GED is required and one (1) year of related experience; or an equivalent combination of education, experience and training.
- Good public relations skills.
- Ability to direct traffic.
- Ability to work in a multi-cultural environment.
- Knowledge of two way radio communication equipment
- Ability to learn quickly.
- Ability to communicate in the English Language.
- Good writing and oral skills.

ACKNOWLEDGEMENT

I have read and acknowledge receipt of a copy of my job description.

Signature

Date

Printed Name