

PARKING RAMP ATTENDANT

PURPOSE: Control traffic flow into and out of City-owned parking ramps and maintain a clean and safe environment for ramp patrons.

FUNCTIONAL AREAS:

1. Control traffic flow into and out of parking ramps.
 - * A. Operate automated parking devices and time clocks, such as ticket spitters and entrance and exit gates.
 - * B. Calculate and collect fees from patrons and collect validated tickets and pass cards.
 - C. Maintain contract parking list and activate parking cards as needed.
 - * D. Operate cash registers, calculators, and other automated equipment associated with ramp operation.
 - * E. Monitor electronic counts of vehicles in order to determine when ramp is full.
 - F. Maintain detailed written records of fees collected, number of tickets issued, number of validated tickets collected, and number of cars that exit ramp.
 - G. Calculate daily revenue and make regular bank deposits.

2. Perform maintenance and safety tasks associated with operation of the parking ramp.
 - * A. Perform periodic maintenance checks of the ramp.
 - B. Perform maintenance activities such as sweeping, shoveling snow, power washing ramp, washing windows, picking up refuse, and replacing light bulbs.
 - * C. Perform periodic preventative maintenance on ramp equipment, such as lubrication, and perform minor mechanical repairs.
 - D. Provide ramp surveillance by monitoring video screens, maintaining a videotape library, and contacting the appropriate safety personnel as needed.

JOB REQUIREMENTS

Knowledge Requirements:

- † A. Knowledge of math sufficient to accurately and quickly calculate parking fees and make change.

Ability Requirements:

- † A. Ability to communicate effectively with customers.
- † B. Ability to read and understand technical instructions.

- † C. Ability to perform basic maintenance tasks.
- † D. Ability to transport oneself to, from, and throughout parking ramps.
- † E. Ability to use electronic equipment associated with the operation, maintenance, and security of the ramp.
- † F. Ability to lift up to 50 pounds, such as road salt and ticket boxes.
- † G. Ability to attend work on a regular basis.

* Essential Function of the Job

† Job Requirements necessary on the first day of employment

Anlst:	Date:
Union: Basic	Pay: 14
CSB: 19981006	Class: 5402
CC: 19990412	Res: 99-0269R