

City of Seward Job Description



Job Title: Parking Lot Attendant

Range:	6	Salary:	\$14.71/Hour
Department:	Parks & Recreation	Approved by:	
Reports to:	Parking Supervisor	Date:	03/23/16
Supervises:	N/A		
Position:	Temporary		

Summary:

Under supervision, this position is responsible for managing parking in the area that includes, but is not limited to, the Small Boat Harbor and the Downtown Business District. Also responsible for fee collection. Monitors parking compliance via parking regulations and the payment of parking fees. Will be required to work weekends and holidays.

Essential Duties and Responsibilities:

Enforces parking ordinances in assigned areas of the City.

Makes regular rounds of assigned areas to enforce established parking limits and issue citations for parking violations, registration violations and other equipment violations. Employee will be required to operate a city vehicle in conjunction with their duties.

During peak traffic times, i.e. Silver Salmon Derby and 4th of July, may assist harbor employees in directing the flow of traffic.

Provides information and referral to pedestrians and motorists relating to street locations, direction to various points in the City and similar matters.

Submits reports on daily activities. Testifies in court on citations issued for parking and other violations.

Picks up and disposes of litter in parking areas.

Performs other related work as required.

Qualification Requirements:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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Employee

Department Head

Personnel Officer

City Manager

Education and/or Experience:

A high school diploma or general education degree (GED). Six months experience working directly with the public. Experience and success in working within a team atmosphere; skill in working with others. Experience in handling money, making change, writing receipts and depositing funds.

Language Skills:

Ability to read and comprehend simple instructions, short correspondence and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients and other employees.

Mathematical Skills:

Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals.

Reasoning Ability:

Ability to apply common sense understanding to carry out instructions furnished in written, verbal or diagram form. Ability to deal with problems involving several variables in standardized situations.

Other Skills and Abilities:

Must have the aptitude for limited law enforcement and dealing with the public. Must be able to pass an extensive background investigation to determine suitability for enforcement work. Able to pass several on-line training classes in safety, customer service, driving, etc.

Possession of or ability to obtain a valid State of Alaska driver's license.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand and walk for long periods of time. The employee is occasionally required to sit; use hands to finger, handle or feel objects, tools or controls; reach with hands and arms; climb or balance; and stoop, kneel, crouch or crawl.

The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

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Public Relations:

Public relations shall be an integral part of each employee's job. Employees shall be courteous, helpful and conduct themselves in a manner which is appropriate for an employee in public service.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works in outdoor weather conditions.

The noise level in the work environment is usually moderate.

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