

Title: Parking Service Attendant
PG: 27
Status: Civil Services
Position Reports to: Designated Supervisor
Department: Public Works

Class Code: 8093
Date: 09/08

GENERAL DESCRIPTION OF CLASS:

This position involves responsible work in the overall operation of the City Parking System and Enforcement Section which includes semi-skilled work that may involve the enforcement of Downtown Lakeland parking ordinances.

ESSENTIAL FUNCTIONS:

1. Performs general maintenance and repair work in the parking garages and on surfaced lots.
2. Operates various cleaning equipment including floor sweeping machine.
3. Maintenance and service electronic parking meters.
4. Collects, processes, and deposits parking meter fees.
5. Provides general security surveillance of Parking System facilities.
6. Patrols designated City areas to enforce parking regulations and issue citations to violators.
7. Assists the public with information, directions, and in emergency situations.

ADDITIONAL RESPONSIBILITIES:

1. Assists parking customers to a limited extent, when automobiles have mechanical trouble.
2. May be asked to direct the activities of subordinate employees.
3. May assist Parking System Foreman with parking related duties (office, purchasing, etc.).
4. Performs related work as required.

KNOWLEDGE, SKILLS, & ABILITIES:

1. Knowledge of the procedures involved in general maintenance work.
2. Knowledge of the operation of machinery commonly used in the Parking System.
3. Skill in the use of common carpentry tools.
4. Ability to maintain harmonious relationships with other employees and the general public.
5. Ability to communicate via City issued radio, and to follow oral and written instructions.
6. Ability to read, use, and explain maps and City directories.
7. Ability to work with minimal direct supervision.
8. Ability to perform and verify computations and ticketing data with accuracy.
9. Knowledge of City of Lakeland parking ordinances and regulations.

WORKING ENVIRONMENT / CONDITIONS:

Requires labor intensive work that involves walking or standing for prolonged periods of time, exerting up to 50 pounds of force occasionally, and /or up to 20 pounds of force frequently, and /or up to 10 pounds of force constantly to move objects.

The job risks exposure to environmental conditions to include exposure to dim / bright light, wet, humid, conditions, fumes / noxious odors, dusts, pollen, moving machinery, extreme temperature changes, and awareness of traffic.

The job requires normal visual acuity, and field of vision, hearing, speaking, color perception, sense of smell, depth perception, and texture perception.

QUALIFICATIONS (EDUCATION, TRAINING, AND EXPERIENCE):

1. High school diploma or its equivalent.
2. Two (2) years of experience in general mechanical, maintenance, or related work.
3. Ability to make change when /if necessary.
4. Six (6) months of experience in beginning, basic computer skills preferred.
5. An equivalent combination of education and experience that is determined to be directly related to the foregoing specific requirements may be substituted.

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SPECIAL REQUIREMENTS:

1. Must possess and maintain a valid State of Florida driver's license.
2. Must maintain a valid home (or cell) telephone number.
3. May be required to obtain, thru City assistance, certification as a Parking Enforcement Specialist in the state of Florida after six (6) months of hire date.
4. May be required to work overtime, or alternate hours, as necessary for the efficient operation of the department. Position may be designated as Mission Critical by Department Director.