



**YOUNGSTOWN
STATE
UNIVERSITY**

CLASSIFICATION SERIES:

Parking Facilities Operations Occupation

BARGAINING UNIT:

ACE/Intermittent

Parking Facilities Attendant

SERIES PURPOSE: The purpose of the Parking Facilities Operations occupation is to enforce parking rules and regulations, assist visitors with parking and proper destinations, and monitor parking facilities for dangers.

CLASS CONCEPT: The class works under general supervision and requires working knowledge of rules and procedures pertaining to parking facilities operation and security and general safety practices in order to provide security for parked cars and enforce parking rules and regulations.

JOB DUTIES: Incumbents may perform some or all of these duties or other job-related duties as assigned.

Enforces parking rules and regulations; monitors vehicles for parking authorization; collects parking fees; provides security for parked vehicles and issues citations for parking violations; directs visitors to proper destinations and provides information to drivers.

Directs parking and traffic for special events. Provides information and assistance to visitors.

Assists in preparation for events and daily operations; sets up signs, cones, hoses, and other related materials.

Checks parking lots and decks for prowlers, fire, water leakage, and other potential problems.

Issues parking violations as assigned.

Assists in minor repairs to equipment.

Other Functions and Responsibilities: Assists with training new hires.

Performs other duties as assigned and/or required that are within the level of responsibility for this classification at the discretion of the supervisor.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of: policies and procedures pertaining to parking facility ticketing and security; public relations; addition and subtraction.

Skill in: operation of a walkie-talkie, cash register, and computer system; verbal communication.

Ability to: deal with problems involving few variables within familiar context; carry out simple instructions; read, copy, and record figures; and meet the physical requirements of the position.

(*) Developed after employment.

MINIMUM QUALIFICATIONS: At least a high school diploma or GED; three or more months of experience in customer service and/or public relations; and a valid driver's license.

REQUIRED CERTIFICATIONS, TRAINING, AND/OR LICENSURES: None

PHYSICAL REQUIREMENTS: In accordance with the U.S. Department of Labor physical demands strength ratings, this position will perform medium work.

MEDIUM: work involves exerting 20 to 50 pounds of force occasionally, or 10 to 25 pounds of force frequently, or an amount greater than negligible and up to 10 pounds constantly to move objects.

UNUSUAL WORKING CONDITIONS: May work outside exposed to all weather conditions.