

PARKING ATTENDANT

GENERAL STATEMENT OF DUTIES: Maintains order in a parking lot; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: Under supervision, assists in the parking of vehicles in a parking lot. Supervision is not a responsibility of this class.

EXAMPLES OF WORK: (Illustrative Only)

Assists in the parking in designated areas of all types of vehicles;

Prevent vehicles from parking without proper authorizations;

Observes and reports conditions that might be dangerous to the public;

Answers questions from the public pertaining to proper use of the parking facility;

Preserves order;

May assist in making emergency repairs when conditions warrant them (i.e., change tire, jump start car, etc.).

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Ability to operate a motor vehicle; ability to be courteous yet firm with the public; ability to carry out oral instructions; ability to work with and get along well with others; alertness; tact; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: None

SPECIAL REQUIREMENT: Possession of a valid license to operate a motor vehicle in New York State at time of appointment.

SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS:

In accordance with the Safe Schools Against Violence in Education (SAVE) legislation, Chapter 180 of the Laws of 2000, and by the Regulations of the Commissioner of Education, candidates for appointment in school districts must obtain clearance for employment from the State Education Department prior to employment based upon a fingerprint and criminal history background check.

Town, Villages,
Cities of Rye & Peekskill
Special Districts, School Districts
J.C.: Labor

Job Class Code: 0290 (Municipalities)
S290 (School Districts)