

Parking Lot Attendant

Definition

This is routine work tending traffic and collecting fees at a large municipal parking lot.

Work activities are performed in accordance with established policies and are of a shift nature. Work receives no direct supervision, and is reviewed by examination of receipt records and periodic visits.

Examples of Work Performed

- Sells monthly parking tickets; checks cars entering parking lot for monthly tickets; collects daily parking fees from cars entering lot if they don't possess monthly tickets.
- Makes daily check for all cars in the lot; places overtime parking ticket on cars illegally parked.
- Totals daily collections and turns over to proper authority; maintains records for receipts.
- Directs parkers to proper space in lot.
- Performs related work as required.

Knowledge, Skills and Abilities

Some knowledge of parking lot operation; ability to maintain non-complex records of receipts; ability to operate a passenger automobile; ability to understand and follow oral and written instructions.

Experience and Training Requirements

Completion of grammar school.