



POSITION TITLE: Parking Attendant **REVISED: September 2017**

GRADE: "Union" **FLSA Status:** Non-Exempt

REPORTS TO: Parking Manager

General Responsibilities:

Parking Attendant works on a regular schedule as assigned in PDA parking operations. Some light physical work and walking is required in the performance of this work.

Representative Sample Of Specific Duties And Responsibilities:

- Interact pleasantly with the public.
- Issue parking validation promotion tickets
- Maintain paper products for automated parking machines
- Keep parking garage and lots and surrounding area clean and free of litter and assist in other light maintenance or cleaning of equipment.
- Patrol parking facilities to check for areas of spills, litter, vandalism, etc., to ensure facilities are kept in presentable condition. Sweep and Clean as appropriate
- Report security problems and assist in taking reports on damage.
- Secure the parking garage, lots and other equipment at end of day.
- Patrol facilities to mark cars, leave violation notices, and impound unauthorized vehicles.
- Perform other related duties as assigned by supervisor.

Qualifications:

- Valid Washington State driver's license.
- Must be able to walk and carry light loads incidental to normal duties.
- Must be available to work all shifts and on holidays and/or weekends through-out the year.

Skills And Knowledge:

- Ability to interact courteously and effectively with the public.
- Ability to write and communicate clearly.
- Ability to learn general information regarding operating policies, the facilities and area, and provide clear explanations to the public.
- Ability to follow oral and written instructions.
- Ability to use a personal computer.

Work Experience/Training and Education:

- High school diploma or GED preferred.

Work Environment/Physical Demands:

Work is performed in a busy office setting which is non-smoking, not air-conditioned or filtered, and subject to temperature variances due to western exposure and non-centralized heating system. Must be ambulatory, able to walk long distances on uneven surfaces, climb stairs, work in confined space for long periods of time, operate a phone, computer, carry on person and use 2-way radio, carry or lift 20 pounds, carry and lift sandwich/signage boards, and work outside in Pacific Northwest weather. Work environment is fast-paced and requires the ability to work under pressure.

The Pike Place Market PDA is an equal opportunity employer and encourages applications from persons of diverse backgrounds and perspectives.