

Summary of Duties: Directs cars parking in City-owned parking facilities; sells parking passes to patrons wishing to park in City-owned commercial parking lots; performs light non-mechanical vehicle servicing such as washing, cleaning, refueling, and parking City vehicles; or supervises employees engaged in the above duties; and does related work.

Distinguishing Features: A Parking Attendant directs cars parking in City-owned parking facilities such as at the Los Angeles Convention and Exhibition Center, the Civil Center Mall, and City employee parking lots, and may operate a ticket booth at parking facilities. Some Parking Attendants are responsible for parking, positioning, washing, cleaning, and refueling City-owned vehicles in a City garage.

The class of Parking Attendant is distinguished from Garage Attendant, in that the latter includes responsibility for performing maintenance servicing of City-owned vehicles which includes lubricating a variety of vehicles, changing oil and filters, draining and refilling transmissions and differentials, and replacing minor parts such as light bulbs and windshield wipers.

A Senior Parking Attendant is responsible for on-site supervision of parking activities, efficient utilization of parking space, expeditious traffic flow, and proper handling, and transmittal and recording of all parking fee revenue received.

Examples of Duties: Parking Attendant: Serves as attendant of City-owned parking facility used by City employees or the public; checks cars for proper parking authorization; directs cars parking in parking areas; positions cars to facilitate clearing of parking areas by owners; maintains the security of parked vehicles, and keeps the parking area free of debris; operates a parking booth, sells parking tickets, handles money, makes change and remains accountable for all tickets and revenue; and may perform light non-mechanical servicing involving vehicle cleaning and adding fuel as needed.

Senior Parking Attendant: Assigns, supervises, and inspects the work of a crew of Parking Attendants at City-owned parking facilities; oversees daily parking operations on an assigned shift; instructs subordinates in order to insure efficient utilization of parking space, expeditious traffic flow, and proper receipt, recording and transmittal of parking fee money received; enforces policies, procedures, discipline and safety rules; assigns personnel to specific stations within a large parking facility on an assigned shift; and may participate in the work of subordinates during periods of exceptional heavy traffic volume.

Employees of both classes may occasionally be assigned to other duties for training purposes or to meet technological changes or emergencies.

Qualifications:

<u>Knowledges:</u>	<u>Parking Attendant</u>	<u>Senior Parking Attendant</u>
Safety principles and practices;		Good
Principles of supervision;		Good
Methods, problems and procedures involved in the operation of parking facilities;	General	Working
Driving and traffic regulations;	General	Working
Basic arithmetic as related to collecting money and making change;	General	Working
Laws and regulations related to equal employment opportunity and affirmative action;		Working
City personnel rules, policies and procedures;		General
Memoranda of understanding as they apply to subordinate personnel;		General

Abilities:

	<u>Parking Attendant</u>	<u>Senior Parking Attendant</u>
Safety operate and park a variety of vehicles;	X	X
Follow oral and written instructions;	X	X
Take money, issue tickets and issue correct change;	X	X
Deal effectively and tactfully with the public and City employees;	X	X

Abilities:

	<u>Parking Attendant</u>	<u>Senior Parking Attendant</u>
Keep routine records and make routine reports;		X

Instruct and supervise a group of
Parking Attendants.

X

There are no educational or experience requirements for Parking Attendant. However, candidates must have a good driving records.

Two years of experience as a Parking Attendant or in a class which is at least at that level and which provides experience in directing, parking, or cleaning vehicles, or operating a parking ticket booth, are required for Senior Parking Attendant.

License: Both Classes: A valid California driver's license is required.

Physical Requirements: Both Classes: Strength to perform average lifting of less than 5 pounds and occasionally over 15 pounds.

Persons with medical limitations may, with reasonable accommodations, be capable of performing the duties of some of the positions in this class. Such determination must be made on an individual basis in light of the person's limitations, the requirements of the position, and the appointing authority's ability to effect reasonable accommodations to the person's limitations.

As provided in Civil Service Commission Rules 2.5 and Section 4.55 of the Administrative Code, this specification is descriptive, explanatory and not restrictive. It is not intended to declare what the duties and responsibilities of any position shall be.