

TITLE: PARKING LOT CASHIER (temporary part –time)
LEVEL: GRADE 2 \$12.07/hr (19 hr/wk)
DEPARTMENT: TRAFFIC COMMISSION

FUNCTION: Collects parking lot fees and tickets. Performs maintenance and security of designated area, namely parking lot or parking garage.

SUPERVISION RECEIVED: Works under the general supervision of the Traffic Commissioner.

SUPERVISION EXERCISED: None.

RESPONSIBILITIES: Collects fees and tickets. Provides security within garage to limit thefts and vandalism of vehicles occupying garage and garage property. Maintains garage and office to ensure they are kept clean and orderly.

SPECIAL REQUIREMENTS: Mandatory CORI (Criminal Offender Record Investigation) background check per City Council Ordinance effective May 14, 2013.

TOOLS AND EQUIPMENT USED: Computers, cleaning supplies, cash register.

QUALIFICATIONS: High school graduate or GED preferred. Familiar with customer service professional interactions. Ability to access, input and retrieve information from a computer.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Work is performed in garage, booth and office. Hand/eye coordination is necessary to operate computers and various pieces of maintenance equipment. While performing the duties of this job, the employee is frequently required to talk or hear; sit; use hands to finger, handle, feel or operate objects, tools or controls; reach with hands and arms. The employee is frequently required to stand or walk. The employee must occasionally lift and/or move up to ten (10) pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and the ability to adjust focus.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions or airborne particles. The noise level in the work environment is usually quiet in the office and moderate in the field. The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

