



PARKING ATTENDANT

DEFINITION:

Under direction, in a garage and on grounds adjacent to garage and in the field, performs varied types of manual tasks involved in cleaning, washing, performs the routine work involved in operating a parking facility used for the temporary parking of motor vehicles; does related work as required.

EXAMPLES OF WORK:

Performs the routine work involved in directing the parking of motor vehicles in a parking facility.

Gives directions to visitors concerning the location of buildings and offices.

Receives, reviews and handles complaints, work issues and dispatches repair personnel.

Keeps parking area clean.

Performs varied types of manual tasks involved in cleaning, washing, and lubricating mechanized equipment.

Shovels snow from parking area and sidewalk. Assists in assembling, dismantling, and servicing snow plow equipment.

May collect parking fees.

May be required to learn to utilize various types of electronic and/or manual recording and information systems used by the agency, office, or related units.

REQUIREMENTS:

LICENSE:

Appointees must possess a driver's license valid in Pennsylvania

KNOWLEDGE AND ABILITIES:

Skill in operating a motor vehicle.

Knowledge of the problems and proper procedures involved in operating a parking facility.

Ability to remember and carry out oral and written instructions.

Ability to add, subtract, multiply, and divide using decimals, percentages, and fractions.

Ability to learn to utilize various types of electronic and/or manual recording and information systems used by the agency, office, or related units.

Ability to read, write, speak, understand, or communicate in English sufficiently to perform the duties of this position.

Ability to be professional at all times and have good customer service skills.

PAY RATE: \$13.00 PER HOUR

The Allentown Parking Authority is an affirmative action/equal opportunity employer and does not discriminate on the basis of age, color, disability, gender, gender identity, marital status, national or ethnic origin, race, religion, sexual orientation, or veteran status.