



Pittsburgh **PARKING** Authority

The Value Parking Network

JOB DESCRIPTION

JOB TITLE: Attendant

CLASSIFICATION: FLSA Non Exempt

DEPARTMENT: Parking Services

REPORTS TO: Manager

POSITION SUMMARY:

Position responsible for performing a variety of Facility/Garage supportive functions which include, but not limited to; customer service, cashiering, preparing bank deposits cleaning, maintenance, valeting cars, dealing with the public, handling of money, operating and maintaining revenue control equipment, filling out reports, opening and closing of booths. This position does not require the supervision of others.

MAJOR RESPONSIBILITIES AND DUTIES:

- Assist facility manager in the daily operation of the parking facility
- Perform cashiering function as needed
- Assist customers in the use of automated revenue control equipment including ticket dispensers, pay stations and exit station equipment
- Prepare daily sales reports and cashier bank deposit when operating fee computer
- Daily collection and categorization of process parking ticket transactions
- Stock and maintain all revenue control equipment
- All janitorial-related tasks necessary to maintain parking facility including replacing light bulbs, cleaning rest rooms, mopping floors, etc.
- Parking and moving vehicles in valet assist locations
- Snow removal duties including shoveling, salting and operation of snow thrower

REQUIRED KNOWLEDGE, SKILLS, ABILITIES

- Ability to work flexible shift schedule
- Ability to be trained to operate and maintain revenue control equipment
- Skilled in maintenance and the up keep of a facility
- Ability to log information and make mathematical computations quickly and accurately
- Ability to operate a manual transmission vehicle (stick shift)
- Knowledge of record-Keeping procedures and practices
- Some knowledge of personnel policies and procedures
- Knowledge and ability in the use of a calculator and fee computer
- Good written and communication skills, both in writing and verbally
- Ability to exercise initiative and sound judgment and to react with discretion under varying conditions

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- Ability to establish and maintain effective and appropriate relationships with the public, agencies and other employees
- Ability to be bonded
- Ability to operate motor vehicle – including standard transmission
- Ability to lift up to 50 pounds
- Ability to operate light equipment such as snow throwers and salt spreaders

EDUCATION AND WORK EXPERIENCE REQUIREMENTS:

High school diploma or GED equivalent. Applicant should have at least one year working experience and six months operating a personal computer.

Course work in human relations would be a plus.

CITY OF PITTSBURGH RESIDENCY:

Must show proof of City of Pittsburgh residency and remain a City resident during employment.

SPECIAL CERTIFICATES AND LICENSES

Must possess and maintain a current and valid Class C Pennsylvania Motor Vehicle Operator's Drivers License throughout employment.

MEDICAL EXAMINATION:

A medical examination may be required prior to appointment.

BACKGROUND CHECK:

A background check will be conducted by the City of Pittsburgh Office of Municipal Investigations (OMI)

UNION:

This position is included in the Automotive Chauffeurs, Parts and Garage Employee, Local Union NO. 926 Bargaining Unit and will be filled in accordance with the provisions of the Collective Bargaining Agreement.

The Pittsburgh Parking Authority is an Equal Opportunity Employer