

*Wright State University*  
**BARGAINING UNIT JOB SPECIFICATION**  
*Parking Attendant (PRKFA)*

**I. JOB INFORMATION**

**Job Title: Parking Attendant (PRKFA)**

**Job Class: 75071 FLSA Status: Non-Exempt Bargaining Unit: TM**

**II. JOB SUMMARY**

Under direct supervision, monitors parking lots and enforces parking rules and regulations.

**III. PRIMARY DUTIES AND RESPONSIBILITIES**

- **Enforces all university parking regulations, monitors parking lots, and checks restricted zones for parking violations.**
- **Collects money and checks parking meters for expired meter violations. Replaces malfunctioning meter mechanisms with spares.**
- **Patrols parking lots in a department vehicle or on foot. Issues parking violations according to the established current university vehicle regulations. Impounds vehicles according to the established current university vehicle regulations.**
- **Provides motorist assistance to university community by jump starting vehicles, providing air for flat tires, and providing gas to stranded motorists. Must assure that safety regulations are followed and liability forms are signed.**
- **Assists with installing parking signs on posts for replacement or when signs are moved. Collects money for parking fees when working in parking booth, greets visitors, and gives directions.**
- **Assists with installing parking signs on posts for replacement or when signs are moved. Collects money for parking fees when working in parking booth, greets visitors, and gives directions.**
- **Directs parking and traffic for special events, ball games, concerts, etc. Must be able to work outside in all weather conditions.**
- **Drives department shuttle van transporting passengers to remote lots when needed.**

*Note: This is not an inclusive list of duties and responsibilities.*

**IV. MINIMUM EDUCATION, EXPERIENCE, KNOWLEDGE, SKILLS, AND ABILITIES**

A high school diploma or equivalent is required. Direct interaction and communication with the general public is required.

Must be able to read, write and comprehend common vocabulary.

**V. WORKING CONDITIONS**

There may be frequent exposure to extreme temperatures and/or weather conditions. Any combination of overtime, shift work, weekend and holiday work may be required. This position may be designated as essential and/or the employee may be required to provide a means to be contacted during non-duty hours for emergencies.

**VI. WSU TESTING/EXAMINATIONS REQUIRED**

A pre-employment physical examination may be required before original appointment.

**VII. CERTIFICATIONS OR LICENSURE(S) REQUIRED\***

- Must currently have possessed a valid U.S. driver's license for at least one year\*.

\*Employees who operate University vehicles, or as a condition of employment, whose jobs require that they operate University vehicles, or that they operate their personal vehicles on University business, are subject to Wright Way Policy #2601, and must consistently meet the requirements of Risk Management for employees who drive under these circumstances.

*This specification is intended to illustrate the level of complexity and kinds of job duties that may be assigned to positions with this classification title, and should not be interpreted to describe all the duties that may be included in a job description.*