

Wright State University
BARGAINING UNIT JOB SPECIFICATION
Parking Attendant, Lead (PRKFL)

I. JOB INFORMATION

Job Title: Parking Attendant, Lead (PRKFL)

Job Class: 75072 FLSA Status: Non-Exempt Bargaining Unit: TM

II. JOB SUMMARY

Under general supervision, directs the daily work of other attendants and performs general parking facilities duties.

III. PRIMARY DUTIES AND RESPONSIBILITIES

- **Provides functional daily work direction to parking attendants and student workers in duties associated with enforcing parking rules and regulations. Provides direction to determine all work priorities.**
- **Keeps records, completes reports, and resolves parking problems as needed. Performs and/or directs parking attendants and student employees duties, enforces all university 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.**
- **Performs and trains attendants to install parking signs on posts for replacement or when signs are moved. Must assure that safety regulations are followed and liability forms are signed.**
- **May be required to collect 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.**
- **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. 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, two years of full-time experience in a directly related field, and demonstrated leadership skills are required. The ability to interact and communicate with the public and knowledge of safety practices, public relations, and radio communication is also 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.

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.