

City of Dallas
Classification Specification

Title:	Parking Lot Attendant	Class Code:	66200
Application:	Career Series	Pay Grade:	B
Supplemental/Code:	Service Maintenance/8	Established:	10/01/94
FLSA Status:	Non Exempt	Revised:	01/01/09

Position Purpose:

Directs traffic flow into parking garage or outdoor parking lots to ensure the safety of all patrons.

Essential Functions:

1. Directs traffic flow into parking garage and ensures all vehicles display the appropriate decal or they are authorized for entrance into the garage.
2. Regulates the traffic flow in the parking garage to prevent possible accidents involving vehicles and pedestrians.
3. Monitors the number of cars entering and exiting parking garages to maintain a record of parking space availability to ensure that the number of cars parking does not exceed the garage parking capacity.
4. Obtains signature and destination of patrons who are not authorized for garage access to regulate entrance into the parking garage.
5. Collects parking fees from patrons and issues parking passes.
6. Reconciles cash drawer to account for monies received from cash paying patrons.
7. Communicates with patrons requesting information regarding access to the parking garage and provides directions as to where to park within the facility or location of specific function or area.
8. Monitors the garage for parking violators to assist in maintaining a safe parking area.
9. Sets up barricades or general information signs around parking areas to regulate traffic flow and provide information to patrons.
10. Maintains records regarding access to garage by members of the media to ensure proper amount is billed to each respective company.
11. Coordinates, oversees and carries out traffic control and parking lot operations by authorizing traffic control devices (ie: cones , barricades) to ensure parking procedures are monitored and enforced and clean and safe parking is available.
12. Oversees the parking attendants at specific city parking facilities by scheduling and ensuring staff is enforcing safe parking procedures and practices.
13. Regular, reliable and punctual attendance is an essential function of the job.

Knowledge, Skills, and Abilities Required to Perform Work:

Effective oral communication skills.

Ability to direct traffic.

Ability to accurately count cash and reconcile the cash account.

Ability to perform fundamental mathematics.

Ability to establish and maintain an effective working relationship with all levels of management, city officials, vendors, other government agencies, other employees and the general public.

Working Conditions and Hazards

Exposed to fumes and odor hazards while working in garage and various weather conditions.

Requires bending, reaching, twisting, walking and prolonged standing.

May be required to work nights, weekends and holidays.

The above statements are intended to describe the general nature and level of work performed by personnel assigned to this classification and is not necessarily an exhaustive list of all responsibilities, duties and skills required.