

# SNOHOMISH COUNTY JOB DESCRIPTION

## PARKING ATTENDANT

Spec No. 8041

### BASIC FUNCTION

To direct general public, disabled public and jurors to designated parking areas and to department locations.

### STATEMENT OF ESSENTIAL JOB DUTIES

1. Directs incoming customers and jury to available parking lots and county department locations.
2. Provides information and direction to customers as required; explains changes in garage parking procedures; assists with ADA parking as needed, which may include assistance with wheelchairs.
3. Enforces parking garage rules, policies and regulations.
4. Informs supervisor of any improperly parked vehicles and follows the parking procedures for improperly parked vehicles.
5. Monitors the festival parking area to ensure permits are properly displayed.
6. Monitors and reserves overflow parking for the commuter program.
7. Resolves employee parking issues.
8. Checks county motor pool vehicles in and out to authorized county employees according to procedure established by Fleet Management; reports any repairs or cleaning necessary to Fleet Management Garage.
9. Confirms mileage on motor pool vehicles.
10. Cross checks vendor's daily validation spreadsheets with tickets; inputs all ticket numbers and fees due into an Excel workbook.
11. Issues validation tickets to departments.
12. Prepares quarterly printouts for billings.
13. Assists supervisor on data entry, files validation tickets by department and retrieves files as requested.
14. Enters data into MS Word documents and MS Excel spreadsheet workbooks.
15. Performs general cleanup such as litter control, sweeping of garage floors, sweeping garage stairwells and clean up of spills in stairwells.
16. Monitors work release inmates assisting in garage cleanup.

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#### **STATEMENT OF ESSENTIAL JOB DUTIES (continued)**

17. Monitors and instructs work release inmates when moving larger surplus equipment and furniture on campus.

#### **STATEMENT OF OTHER JOB DUTIES**

18. May be required to move smaller surplus equipment and furniture using appropriate moving equipment.

19. May be required to produce reports on garage activities or moving activities.

20. May be required to move motor pool cars within the garage and may be required by direction of supervisor to help a disabled person move car within the garage.

21. When requested by supervisor, monitors garage for any repeat offenders of the parking program.

22. Performs other related duties as required.

#### **MINIMUM QUALIFICATIONS**

One (1) year experience in cashiering, customer service, or as a lot attendant or other related field including one (1) year of data entry experience; OR, any combination of training and/or experience that provides the required knowledge and skill. Must pass job related tests.

#### **SPECIAL REQUIREMENTS**

A valid Washington State Driver's License is required for employment.

A job offer may be conditioned on satisfactory results of a post-offer physical examination or inquiry.

Possession of or the ability to get a valid First Aid Card within the first six (6) months of employment.

The ability to pass the Defensive Driving Course within the first six (6) months of employment.

#### **KNOWLEDGE AND ABILITIES**

Knowledge of:

- computer systems, software and hardware;
- the practices and techniques of customer service;
- standard office practices and procedures;
- the rules of grammar, spelling, punctuation and word usage;

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### KNOWLEDGE AND ABILITIES (continued)

Knowledge of:

- basic arithmetic and cashiering methods.

Ability to:

- use computer systems, software, hardware, and printers;
- operate standard office equipment;
- perform basic mathematical calculations;
- write numbers and letters legibly;
- accurately input data into computer;
- give clear and concise directions to customers;
- quickly learn the names, locations, and functions of departments;
- communicate effectively with people of all ages and from a variety of cultural, economic and ethnic backgrounds;
- meet deadlines and cope with interruptions;
- deal courteously and tactfully with other county employees and with the general public;
- read, understand and enforce parking garage rules and regulations;
- read, understand and comply with safety rules and regulations;
- follow oral and written instructions;
- perform moderately strenuous physical exertion such as lifting objects weighing up to 50 pounds;
- operate a variety of motor vehicles (including manual transmission vehicles) skillfully and safely;
- maintain records and prepare reports;
- work with minimum supervision.

### PHYSICAL EFFORT

The employee must be able to perform a variety of manual labor tasks including lifting objects weighing up to fifty (50) pounds and moving objects with hand trucks, dollies and carts.

### SUPERVISION

Employee receives general supervision from an administrative superior. The work is routine and recurring in nature, and is performed independently in accordance with established procedures and standards. Specific instructions are usually given for unusual or non-routine assignments. The work will be spot checked to ensure compliance with instructions and established standards.

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### WORKING CONDITIONS

The work is performed in a multi-storied parking garage which is open to the elements and the employee is exposed to dust, fumes, and inclement weather as well as a variety of hazards associated with working near traffic. Moving equipment and furniture maybe required in all kinds of weather. Walking, stair climbing and standing for lengthy periods of time will be required.

Snohomish County is an Equal Employment Opportunity (EEO) employer.  
Accommodations for individuals with disabilities are provided upon request.

[EEO policy and ADA notice](#)

Class Established: June 1977

Revised: March 1984; December 1995; June 2001; October 2001

Previous Spec No. 920930, 920932, 920933

EEO Category: 8 – Service and Maintenance Workers

Pay Grade: 226 – Classified Pay Plan

Workers Comp: 1501 Hazardous