



### **JOB DESCRIPTION**

JOB TITLE:	Parking Attendant (Seasonal Full-time, Seasonal Part-time)
FLSA STATUS:	Non-Exempt
REPORTS TO:	Road Supervisor
GRADE LEVEL:	1
SALARY RANGE:	\$24,958 - \$27,953
HIRING RANGE:	DOE

### **ESSENTIAL FUNCTIONS:**

The Parking Attendant will be responsible for attending a designated parking area in Incline Village, NV during established lot hours. The attendant will direct drivers of vehicles to appropriate parking areas, provide information to visitors, and ensure cars are parked in designated spaces and not blocking traffic flow.

### **POSITION SPECIFIC RESPONSIBILITIES:**

- Open the parking lot gates, restrooms, and trash dumpsters.
- Perform parking lot inspection, noting and taking photos of damage or vandalism.
- Check restrooms, dumpsters, and pick up trash.
- Record each vehicle that parks in the lot, using a Parking Lot data form.
- Distribute gate closure reminder.
- Distribute surveys when passengers are waiting, collect completed surveys and return to the Stateline Transit Center each week.
- Answer questions and distribute literature.
- On-going communication with Bus Operators.
- Inform Dispatch, Road Supervisors or the Operations Manager of any problems immediately.
- Be able to identify when additional service busses are needed.
- Direct cars to the overflow location when necessary.
- Put up signage when necessary.
- Monitor parking area to ensure there is no smoking or vandalism on school property and that the public is staying in the designated areas.
- At the end of the shift, lock the gates and trash dumpsters.
- If any vehicles are left in the lot, notify dispatch with vehicle description and license number.

### **KNOWLEDGE/SKILLS:**

- A minimum of one year experience of increasingly responsible customer service, preferably in a transit environment.
- Knowledge about the Tahoe region.
- High School/GED Diploma preferred.
- Knowledge of general parking practices and procedures.

- Project a courteous, patient, helpful, and positive attitude when dealing with individuals of all backgrounds.
- Responsible and safe cash handling skills.
- Ability to communicate well and maintain a positive work environment.
- Comfortable initiating conversations.
- Effective listening is essential.
- Maintain attention to detail, often in stressful or adversarial situations.

ABILITIES:

- Ability to work varied hours and days.
- Ability to work independently.
- Must be committed to safety.

WORKING CONDITIONS/PHYSICAL EFFORT:

Performs work outdoors, possibly in adverse weather conditions. Physical condition commensurate with the demands of the position.

BENEFITS:

District employees receive vacation and employee medical, dental, vision, life insurance and short term disability. The District contributes 8% of employee compensation into a Social Security replacement plan and 4% of employee compensation into a retirement plan. The employee can contribute voluntarily to a 457(b) deferred compensation plan.

APPLICATION PROCEDURE:

Any qualified person interested in this position should submit their application to DeDe Aspero, Tahoe Transportation District, P.O. Box 499, Zephyr Cove, Nevada 89448 or email to [daspero@tahoetransportation.org](mailto:daspero@tahoetransportation.org).