

STATE OF OHIO (DAS)CLASSIFICATION
SPECIFICATION**CLASSIFICATION SERIES:**

Parking Facilities Attendant

SERIES NO.:

5384

MAJOR AGENCIES:

All Agencies

EFFECTIVE DATE:

02/26/2012

SERIES PURPOSE:

The purpose of the parking facilities attendant occupation is to enforce parking rules & regulations, assist visitors to parking & proper destinations & monitor parking facilities for dangers.

At the lower level, incumbents perform parking rules enforcement activities & provide security for parked vehicles.

At the higher level, incumbents act in absence of supervisor on his/her scheduled days off (i.e., 2-3 days per week), serve as leader on assigned shift to develop & promote customer service & act as cashier.

CLASS TITLE

Parking Facilities Attendant 1

CLASS NUMBER

53841

PAY RANGE

03

EFFECTIVE

10/11/1998

CLASS CONCEPT:

The full performance level class works under general supervision & requires working knowledge of agency's rules & procedures pertaining to parking facilities operation & security & general safety practices in order to provide security for parked cars & enforce parking rules & regulations.

CLASS TITLE

Parking Facilities Attendant 2

CLASS NUMBER

53842

PAY RANGE

04

EFFECTIVE

01/09/2005

CLASS CONCEPT:

The advanced level class works under direction & requires considerable knowledge of agency's parking facilities policies & procedures, employee training & development & cash register operations in order to act in absence of supervisor on his/her scheduled days off (i.e., 2-3 days per week) (e.g., manage cash for cashiers; schedule employees as needed; verify time cards; monitor leave requests; count tickets; log & file daily transactions such as shortages/overages), serve as leader on assigned shift to develop & promote customer services (e.g., address customer concerns & questions) & act as cashier.

<u>CLASS TITLE</u>	<u>CLASS NUMBER</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY RANGE</u>
Parking Facilities Attendant 1	53841	06	10/11/1998	03

JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Enforces parking rules & regulations, monitors vehicles for parking authorization, collects parking tickets & fees, provides security for parked vehicles & issues citations for parking violations, directs visitors to proper destinations & provides information to drivers.

Directs parking & traffic for special events (e.g., football & basketball games, concerts).

Makes periodic rounds inside & outside buildings looking for prowlers, fires, leaks from water or steam lines & other dangers to parking facility.

MAJOR WORKER CHARACTERISTICS:

Knowledge of driver education; agency policies & procedures pertaining to parking facility ticketing & security*; public relations; addition & subtraction. Ability to deal with problems involving few variables within familiar context; carry out simple instructions; read, copy & record figures; demonstrate physical fitness.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Formal education in arithmetic that includes addition & subtraction & in reading, writing & speaking English; 1 course or 3 mos. exp. in driver education; 3 mos. trg. or 3 mos. exp. in public relations; valid driver's license.

In accordance with section 124.11(B)(2) of revised code, this classification has been determined by Director Of Administrative Services to be unskilled labor class & therefore exempt from written examination.

-Or equivalent of Minimum Class Qualifications For Employment noted above.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:

Not applicable.

UNUSUAL WORKING CONDITIONS:

May work outside exposed to all weather conditions.

<u>CLASS TITLE</u>	<u>CLASS NUMBER</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY RANGE</u>
Parking Facilities Attendant 2	53842	06	01/09/2005	04

JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Acts in absence of supervisor on his/her scheduled days off (i.e., 2-3 days per week) (e.g., manages cash for cashiers which involves delivering cash when needed, counting cashiers' till & drop at end of day & preparing change tills for following morning; schedules employees as needed; verifies time cards; monitors leave requests; counts tickets; logs & files daily transactions such as shortages/overages), serves as leader on assigned shift to develop & promote customer service & as cashier (e.g., passes out tickets; greets customers; receives fee payments & distributes correct amount of change).

Ensures drop at end of day balances with cash register tape; renews till with proper change for next day; delivers mail; patrols parking facility.

MAJOR WORKER CHARACTERISTICS:

Knowledge of applicable parking facility rules & regulations*; arithmetic; common English vocabulary; employee training & development*. Skill in operation of cash register. Ability to deal with problems involving few variables within familiar context; add, subtract, multiply & divide whole numbers; complete routine forms & maintain files; handle routine contacts with general public.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Formal education in arithmetic that includes addition, subtraction, multiplication & division & in reading, writing & speaking common English vocabulary; 3 mos. trg. or 3 mos. exp. in operating cash register & balancing cash drawer against register tape.

-Or 3 mos. exp. as Parking Facilities Attendant 1, 53841.

-Or equivalent of Minimum Class Qualifications For Employment noted above.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:

Not applicable.

UNUSUAL WORKING CONDITIONS:

Not applicable.