

PARKING LOT ATTENDANT

DISTINGUISHING FEATURES OF THE CLASS: This is routine work involving the responsibility for keeping the parking area in order and making sure that no damage is done to the parked cars. Has responsibility for keeping the parking area in orderly condition; does related work as required. A Parking Lot Attendant will do related duties as assigned.

TYPICAL WORK ACTIVITIES:

- Checks cars in and out of parking lot;
- Directs the location where cars are to park;
- Collects parking fees and makes change for lot users;
- Deposit collections in bank night depository;
- Cleans parking area and attendants' booth;
- Picks up debris in and around parking areas.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good general intelligence; ability to be courteous yet firm with the public; ability to keep simple accounts; good judgment; knowledge of simple business arithmetic and English; physical condition sufficient to perform the essential functions of the position.

MINIMUM QUALIFICATIONS: None

SPECIAL REQUIREMENT FOR APPOINTMENT: In agencies where required, possess and maintain an appropriate class license to operate a vehicle.

CATTARAUGUS COUNTY CIVIL SERVICE

Adopted by City of Olean Civil Service Commission: 2/5/75
Adopted: 5/25/2017