

**PORTAGE AREA REGIONAL TRANSPORTATION AUTHORITY (PARTA)
POSITION DESCRIPTION**

Position Title: Attendant
Department: Kent Central Gateway
FLSA Status: Non-Exempt Pay: Hourly/N9

Category: Non-Safety Sensitive
Revision Date: 03/08/19
Reports to: Deck Manager

JOB RESPONSIBILITIES

Performs a variety of tasks to ensure smooth operations at the parking deck. Assists customers with parking needs. Maintains a safe environment for customers. Performs work safely; follows safety work rules, guidelines and procedures and exercises maximum care and good judgment to prevent injury and accidents from occurring. Under general supervision, keeps parking areas clean and orderly to ensure that space usage is maximized.

ESSENTIAL FUNCTIONS OF THE POSITION

Patrols parking areas to prevent vehicle damage and theft. Checks vehicles and building for damage, as necessary. Inventories vehicles and tracks vehicles that are not moving. Reviews monthly reports to verify that passes are current. Reports misuse and abuse of passes. As directed, calls tow trucks to remove vehicles if illegally parked. Monitors bike lockers and verifies passes.

Performs general labor outdoors –Maintains a clean environment by picking up litter from the building and grounds, sweeping and emptying garbage cans. Cleans up any waste left by patrons. Observes and reports conditions that might be dangerous. Lift, position or remove barricades to prevent parking in certain spots or to route special event parking. Opens and closes parking areas.

Performs general labor and custodial work indoors - Sweeps, vacuums, mops, and dusts floors, carpets, and furniture, etc. Cleans and sanitizes restrooms and replenishes supplies; cleans spills; cleans drinking fountains, mirrors, tables, walls, fixtures, blinds, light fixtures, etc. Washes windows, walls, metal and woodwork.

Promotes positive image of PARTA by providing customer-oriented service. Collect fees from patrons and advertise parking fees as necessary. Record completed work by maintaining receipts and a log of customer interactions. Dispense change to the customer when necessary. Assist customers in finding their vehicles, if needed. Help patrons exit the parking garage safely. Answer customer questions and assist customers with problems. Troubleshoot gates, pay on foot machines and other mechanical equipment. Pulls vaults, runs reports and clears data for following day.

QUALIFICATIONS

Any combination of experience and training which demonstrates the knowledge and experience to perform the work.

Knowledge of equipment, materials, and supplies used in parking and building maintenance; equipment and supplies used to do minor repairs; first aid and applicable safety precautions.

Skilled in: the use of the tools required for this position.

Ability to work independently and to complete daily activities according to work schedule; be flexible with schedule; lift heavy objects; walk and stand for long periods of time; communicate orally and in writing; use equipment and tools required of this position properly and safely; understand and follow written and oral instructions; establish effective working relationships.

LICENSURE OR CERTIFICATION REQUIREMENTS

- A) Successful completion of previous employment verification and criminal background investigation.
- B) Successful completion of pre-employment Non-Department of Transportation Drug Screen.

TOOLS AND EQUIPMENT USED

Vacuum, mops, broom, dusting equipment, washers, shovel, and small hand tools.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to reach with hands and arms. The employee frequently is required to stand, walk, and use hand to finger, feel or operate objects, tools, or controls. The employee is occasionally required to sit, climb, balance, stoop, kneel, crouch, crawl, talk or hear.

This is considered medium work – exerting 20-50 pounds or force occasionally, and/or 10-25 pounds or force frequently, and/or greater than negligible up to 10 pounds of force constantly to move objects.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee will work during inclement weather conditions and work in or around wet and/or humid conditions and fumes. The noise level in the work environment is moderately noisy.

ADDITIONAL INFORMATION

The employee is required to comply with the employer's Drug and Alcohol Policy.

Selection shall be based on ability to meet those job qualifications specified in the job description. This shall be determined from information received through the job application, resume, interview and references and may include job-related testing. The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

PARTA has established the goal of 100 percent drug and alcohol free workplace. Applicants will be required to undergo drug and breath alcohol testing prior to employment and may be subject to further urine and alcohol testing throughout their period of employment.

“PARTA does not discriminate in provision of services or employment because of handicap/disability, race, color, creed, national origin, sex or age.”