The City Beautiful

City of Coral Gables
Job Description

Job Title: Parking Attendant
Department: Parking
Classification: 0706
Pay grade: 9C
FLSA: Non-Exempt

Prepared Date: 03/2016
Approved By: HR/CM

Summary

Moderately heavy manual work in routine housekeeping and domestic tasks in municipal parking garages. Serves as back-up to Parking Cashier when needed.

Essential Duties and Responsibilities

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification.

Scrubs, mops, waxes and polishes floors, fixtures, elevators, stairwells, etc. Operates large sweeping machine on garage floors.

May operate pressure cleaning equipment to clean sidewalks, floors, stairs and walls.

Empties waste containers.

Checks lighting, replacing light bulbs where necessary.

Assists in making simple repairs to buildings and equipment and performs some unskilled painting tasks.

May be required to assist with other maintenance tasks within the Parking Department. If working in a higher classification, a pay differential will be provided as stated in the Personnel Rules and Regulations.

Inventories cleaning and paper supplies and notifies department of replacement needs.

Answers routine questions for the public.

Performs messenger duties.

Performs other related tasks as required.

Knowledge, Skills, and Abilities

Knowledge of safety precautions to avoid hazards found in custodial work. Knowledge of materials, methods and equipment used in custodial work. Knowledge of basic arithmetic. Ability to handle money and learn cashier duties. Ability to understand and follow simple oral and written instructions. Ability to

make minor repairs and adjustments to cleaning equipment. Ability to communicate orally in English. Ability to deal with the public in a friendly and courteous way and work without direct supervision.

Physical Requirements

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through personal contact as normally defined by the ability to see, read, talk, sit, stand, hear, use hands to fingers, handle, feel or operate objects, read and write English. Physical capability to effectively use and operate various items of office equipment; such as but not limited to a personal computer, calculator, copies and fax machines.

Work is predominately outdoors performing routine housekeeping tasks utilizing the common sweeping tools and equipment. Must be able to lift, carry and or push articles weighing up to 50 lbs. Must be able to wear hard hat/helmet, safety glasses, safety shoes and gloves. Exposure to extreme temperatures, electrical hazards, noise, heights and dust are common. Must have the physical ability to enter into hazardous locations, climb stairs, reach above and below shoulders, walk and bend.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job.

Minimum Education and Experience

High school graduate or equivalent.

Six (6) months experience in custodial work.

A comparable amount of training or experience may be substituted for the minimum education qualifications.

Valid Florida Driver's License.