

## PARKING LOT CUSTODIAN

DISTINGUISHING FEATURES OF THE CLASS: Under supervision, the incumbent is responsible for facilitating parking operations in the parking structure and various outlying lots serving the County government complex. Supervision is exercised over a number of Parking Attendants. Does related work as required.

### EXAMPLES OF WORK: (Illustrative Only)

Monitors all automatic gate locations while stationed at the main control room;

Supervises the parking of jurors;

Supervises assigned Parking Attendants;

Responds to all gate malfunctions or unauthorized entries;

Inspects the operation of outlying lots;

Monitors use of parking areas and reports findings to supervisor;

Responds to complaints and inquiries from the public with firmness, tact, and understanding in a courteous manner;

Places emergency calls for assistance to police, fire and ambulance headquarters and directs these services to location needed;

May perform any of the duties described for Parking Attendant.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of driving procedures; good knowledge of emergency safety procedures to be followed; ability to maintain simple records and prepare simple reports; ability to be courteous but firm with the public; ability to direct the activities of others; ability to follow oral and written instructions; tact; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Six months of satisfactory work experience.

SPECIAL REQUIREMENT: Possession of a valid New York State Driver's License.