

Classification Specification: Parking Facility Attendant

Classification Number: 53841
Effective Date: 9/27/2013

Pay Grade: _____
Current Exemption Status: Nonexempt

Position Summary

Enforces BGSU parking regulations and provides additional assistance when needed to BGSU community.

Essential/Primary Duties

- Issues parking citations.
- Maintains reserved space signs and replaces as needed.
- Repairs and replaces faulty parking meters.
- Attends to special event parking issues, including, but not limited to, commencements and sporting events.
- Provides jump starts and access to locked vehicles as needed.

Experience and Education

Experience

- No previous related experience required

Education

- High school diploma or GED required

Licenses/Certifications/Other

- Must have and maintain a valid driver's license and be insurable under the University's insurance

Physical Requirements

Light work: with some physical demands such as continuously lifting/moving materials less than 25 pounds, but rarely moving more than 25 to 50 pounds.

Working Conditions

Work is performed in an environment with exposure to somewhat disagreeable or hazardous conditions.

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Essential Competencies and Skills

- Knowledge of basic mathematical skills
- Knowledge of basic reading skills
- Ability to carry out verbal and/or written instructions
- Ability to effectively communicate, verbally and written
- Detailed-oriented and highly accurate
- Ability to work in changing environment
- Ability to work effectively in a team environment
- Ability to interact effectively with students, faculty and/or staff or the public and represent BGSU appropriately
- Ability to coordinate or lead others in accomplishing work activities
- Knowledge of basic computer skills
- Ability to operate computers and peripheral equipment such as printers
- Ability to operate hand and/or power tools appropriate to the trade

Supervisory Responsibility

Full-Time
None

Part-Time
None

Providing Direction

Full-Time
None

Part-Time
None

Responsibility for Student Workers

None