



JOB DESCRIPTION

JOB TITLE:	Parking Attendant (Seasonal Full-time, Seasonal Part-time)
FLSA STATUS:	Non-Exempt
REPORTS TO:	Road Supervisor on duty
GRADE LEVEL:	2
SALARY RANGE:	\$27,765 - \$35,541
HIRING RANGE:	DOE

ESSENTIAL FUNCTIONS:

The Parking Attendant will be responsible for attending designated parking areas in Incline Village, NV. The Attendant will direct visitors to appropriate parking spaces to access the East Shore Express shuttle, ensure cars are parked in designated spaces and not blocking traffic flow, and assist with payment options.

SPECIFIC RESPONSIBILITIES:

- Position runs concurrent with the East Shore Express 2021 season
 - Dates: mid-June through Labor Day weekend
 - Hours: To be determined
 - Employees must be available for the entire season and on peak holidays
- Open the parking lot gates, restrooms, and trash dumpsters
- Perform parking lot inspection, noting and taking photos of damage or vandalism
- Check restrooms, dumpsters, and pick up trash
- Record each vehicle that parks in the lot, using a parking lot data form
- Distribute gate closure reminder
- Operate credit card machine for passengers; provide proof of payment to passenger
- Distribute surveys when passengers are waiting, collect completed surveys and return to the Road Supervisor
- Answer questions and distribute East Shore Express shuttle information; direct other questions to a supervisor or management
- On-going communication with Bus Operators
- Inform Dispatch, Road Supervisors or the Operations Manager of any problems immediately
- Be able to identify when additional service busses are needed
- Direct visitors to the overflow location when necessary; record number of vehicles sent to overflow lots on parking lot data form
- Put up signage when necessary
- Monitor parking area to ensure there is no smoking or vandalism on school property and that the public is staying in the designated areas

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- Ensure safety at the parking lots; keep the active bus loading and unloading zone clear of vehicles and passengers
- At the end of the shift, lock the gates and trash dumpsters
- If any vehicles are left in the lot, notify dispatch with vehicle description and license number

KNOWLEDGE/SKILLS:

- A minimum of one year experience of increasingly responsible customer service, preferably in a transit or parking environment
- Knowledge about the Tahoe region
- High School/GED diploma preferred
- Knowledge of general parking practices and procedures
- Project a courteous, patient, helpful, and positive attitude when dealing with individuals of all backgrounds
- Strong organizational skills
- Responsible and safe credit card handling skills
- Ability to communicate well and maintain a positive work environment
- Comfortable initiating conversations
- Effective listening is essential
- Maintain attention to detail, often in stressful or adversarial situations

ABILITIES:

- Ability to work varied hours and days
- Ability to work independently
- Must be committed to safety

WORKING CONDITIONS/PHYSICAL EFFORT:

Performs work outdoors, possibly in adverse weather conditions. Physical condition commensurate with the demands of the position.

BENEFITS:

Employees will receive compensatory time off (CTO) in lieu of overtime pay at a rate of no less than one and one-half hours for each overtime hour worked and approved by the supervisor. Twenty-four (24) hours of paid sick leave will be provided and may be used each fiscal year.

APPLICATION PROCEDURE:

Any qualified person interested in this position should submit their application to DeDe Aspero, Tahoe Transportation District, P.O. Box 499, Zephyr Cove, Nevada 89448 or email to daspero@tahoetransportation.org.