

CITY OF MARTINSBURG



JOB: PARKING ATTENDANT II	DATE: 8/3/2017
PAY GRADE: 8	REPORTS TO: FINANCE DIRECTOR
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1. TASK & DUTIES LIST AND MEASURES OF PERFORMANCE FOR: PARKING ATTENDANT II			
<ul style="list-style-type: none"> PAY STATUS: NON-EXEMPT 			
2. REQUIREMENTS:			
Education:	Graduation from High school or GED, or any equivalent combination of education and experience.		
Licensing, Registration or Certification:	Background check must be satisfactory. Pre-employment screenings must be passed. Must possess and maintain a valid West Virginia Driver license.		
Experience	Use of personal computer, calculator, phone, fax and copy machine and hand tools.		
Skills, Knowledge and Abilities:	<p>Must be physically able to walk, stand, bend for periods of time while covering the metered areas of the City.</p> <p>Ability to communicate ideas effectively both orally and in writing, with people on all levels.</p> <p>Ability to speak and read the English language.</p> <p>Ability to establish and maintain effective working relationships with City officials, department heads, associates and the general public.</p> <p>Must be able to deal with public opinion and complaints with a calm, rational and reasonable response.</p> <p>Must have knowledge of parking laws, ordinances and local law regarding the issuance of citations.</p> <p>Skills to read meters and write citations, use computers and hand tools.</p> <p>Working knowledge of data entry and basic math.</p> <p>Skill in operation of telephones, computer software, copy/fax machine, postage machine, and calculator.</p> <p>Ability to work in inclement weather.</p> <p>Ability to work under close scrutiny of public and with angry or difficult customers in a calm, professional manner.</p>		
Physical:	<table border="1"> <tr> <td>Body Positions:</td> <td>Standing, walking, sitting,</td> </tr> </table>	Body Positions:	Standing, walking, sitting,
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		Body Movements:	Use hands to finger, handle, feel or operate objects, tools, or controls. Reach with hands and arms. Required to sit, climb, balance, stoop, kneel, crouch. Must occasionally lift and/or move up to 100 pounds. Driving.
		Body Senses	Sight, hearing, speech and smell. Must be able to speak and hear. Specific vision abilities include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.
	Mental:	Language	Ability to read, speak and write English. Ability to effectively communicate and project positive attitude. Must be able to communicate effectively verbally and in writing.
		Supervision Exercised	None.
		Reasonable Accommodations	Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

3. WORKING CONDITIONS: While performing the duties of this job, the employee will work in an office setting for one half of each business day and outside for one half of each business day in all types of weather conditions. Frequent exposure to wet and/or humid weather conditions. Employee is subject to close public scrutiny. The noise level in the work environment may range from quiet to noisy.

4. TASKS and DUTIES OF JOB: General Definition:

Performs a variety of data entry and administrative work with the City of Martinsburg. Performs routine parking meter work, reading meters and issuing citations for violations of parking laws.

1	Maintains the required confidentiality of all work. Most matters are confidential.
2	Maintains computerized data to compute billings for parking citation violations, prepare and mail notices to delinquent accounts, review billings and complete follow-up on delinquent parking fines.

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3	Process purchase orders relating to parking department matters.
4	Answers incoming calls and verbal requests for information regarding parking citation billings, resolves parking problems with the consent of Finance Director.
5	Traverses assigned routes and reads parking meter dials; records expired meters on violation forms and issues citation. Provides needed information for parking violation notices or other related action; notes any unusual meter malfunctions such as damages or stuck mechanisms.
6	Inspects meters for defects or damage and reports finding to supervisor.
7	Performs collection of parking revenue from individual meters using mechanical collection device.
8	Collects fine revenue from locked boxes at various locations.
9	Assists in maintenance and repair of meters; replaces defective meters; tests meters for accuracy.
10	Maintains assigned tools, equipment and meter parts.
11	Must appear in court when fine contested.
12	Records parking patterns both on and off street. Identifies long and short term parking meters by color coded meter heads. May be assigned to painting meters.
13	Assists in opening and recording ticket fine payments.
14	Contact Police Department when repeated violations are observed.
15	Maintains a positive working relationship with the public, co-workers, City Officials and all other contacts.
16	Any and all other duties assigned by the Finance Director.

5. MEASURES OF PERFORMANCE:

1	Has a thorough understanding of job duties.
2	Shows an interest in job and City. Represents the City in a professional and ethical manner.
3	Communicates effectively with co-workers, supervisors and community. Maintains positive relationships with co-workers and all contacts.

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4		Accepts and adapts to change, Learns new things quickly.
5		Cares about quality-rarely makes errors, Requires little direct supervision.
6		Has ability to multi task in changing situations, without undo stress or frustration.
7		Practices quality employee/customer service/phone manner.
8		Accurate in duties as assigned.
9		Prepares required reports accurately and timely.
10		Strives to develop and maintain skills necessary to progress in the Parking Attendant II Position. Seeks opportunities to grow and develop in position.

<p>I have reviewed, and understand the task and duty description. The job description is not exhaustive, but is merely an accurate list of the current job. Supervision reserves the right to revise the job description or require that other tasks be performed when the circumstances of the job change: example, emergencies, changes in personnel, workload or technical development.</p>			
Employee	Date	Supervisor	Date