

 <p>STATE OF INDIANA CLASSIFICATION SPECIFICATION</p>	Class Title: Parking Garage Attendant 4		Class Code: 004AD4
	FLSA Status: Non-Exempt	Salary Schedule: LTC 4	Effective Date: 12-12-14
	Summary: Incumbent serves in one of the state parking garage facilities and is responsible for the maintenance, traffic flow and security of the garage.		

Duties:

- Cleans and sanitizes work area including cleaning the equipment, sweeping and mopping the floors and cleaning the restroom and other office facilities in the garage;
- Sweeps the garage surfaces by use of a drivable sweeper and monitors the maintenance needs of this equipment;
- Assists the public in their usage of the garage;
- Assists state employees in the usage of the garage and in the care and use of their access cards;
- Performs escorts to vehicles for all state employees who request this service;
- Patrols the various areas of the garage, through walking or motorized patrols, checking for cleanliness, orderliness, proper traffic progression, as well as making observations of actual/potential breaches in the security of the employees/facility;
- Performs visual inspection of the sprinkler system on a regular basis;
- Performs periodic preventive maintenance on the sprinkler system by draining all low-point drains;
- Performs the physical opening or closing of the garage facility by unlocking or locking all entrance doors to the facility and by electronically opening or closing the steel grates over all port entries;
- Takes tickets from the public customers and processes them through a cash register/auditor machine;
- Computes the fee based on the time the ticket was issued, takes money from the customer and issues receipts when requested;
- Closes the register counts money and records the amount at the end of the shift
- Completes required paperwork which includes the records of sales and ticket inventory;
- Monitors the cash register/auditor machine as well as the various alarm systems in the cashier booth for possible malfunctions;
- Contacts the garage manager to notify the appropriate personnel for necessary repairs;
- Works special events at the parking facilities;
- Performs related duties as required.

Job Requirements:

- General knowledge of agency rules, regulations and guidelines regarding cleaning practices and procedures;
- Ability to follow oral and written instructions regarding proper use and care of power equipment and preparation of cleaning agents;
- Effectively communicate, both orally and in writing;
- Ability to operate a cash register/auditor machine and calculator;
- Ability to monitor the various alarm systems and other pieces of equipment for malfunctions or service needs;
- Ability to perform basic mathematical skills;
- Ability to work effectively with customers, co-workers and the public;
- Ability to drive a motorized vehicle.

Difficulty of Work:

Work is routine on a day-to-day basis; therefore, work is only checked by supervisor as needed.

Responsibility:

Incumbent performs a variety of duties under moderate supervision.

Personal Work Relationships:

Work is with state employees and external customers for the purpose of giving or receiving information. Work will also be with agency staff/supervisor for assigned duties.

Physical Effort:

Work is generally performed standing and walking at will for extended periods of time. Duties such as cleaning and mopping the offices, lobbies and restrooms require the most effort. Lifting will typically not exceed 35 pounds.

Working Conditions:

Incumbent performs duties in a parking garage facility. Daily caution must be taken to avoid injury from motor vehicles and from floor surfaces that are exposed to weather conditions.