



## City of North Charleston Vacancy Notice

**Position:** P/T Event Parking Attendant

**Department:** Parking

**Starting Hourly Rate:** \$15.00

### GENERAL STATEMENT OF POSITION

Under general supervision, directs traffic and collects fees as may be required in the parking areas at the North Charleston Coliseum, Convention Center, Performing Arts Center, Montague Terrace, Ballrooms, Meeting rooms and other City locations. *\*Full Job Description Attached.*

### MINIMUM TRAINING, EDUCATION and/or EXPERIENCE:

Requires a high school diploma/GED, or equivalent with some previous experience with handling money and customer service-related situations.

Posted: 09/01/2022

Deadline: **Until Filled**

Angela Wimberley, IPMA-SCP, SHRM-SCP, SPHR  
Deputy Director – Human Resources

City of North Charleston  
South Carolina

*An Equal Opportunity Employer*

<b>Job Title:</b>	<b>EVENT PARKING ATTENDANT</b>		<b>Job Code:</b>	451
<b>Core Comp Group</b>	<b>PART-TIME</b>		<b>FLSA:</b>	<b>PART-TIME</b>
<b>Pay Grade:</b>	201			
<b>Effective Date</b>	06/23/2022	<b>Revision A: Risk</b>	M. COLE 06/23/2022	
<b>Revision B:</b>		<b>Revision C:</b>		
<b>FOR DEPARTMENTAL/OFFICE USE ONLY</b>				
<b>Dept.</b>	<b>Parking Fund</b>		<b>Dept. #</b>	730
<b>Location:</b>	<b>Parking</b>		<b>EM Status:</b>	
<b>Reports To:</b>	<b>Event Parking Supervisor</b>			

**Summary Objective**

Under general supervision, directs traffic and collects fees as may be required in the parking areas at the North Charleston Coliseum, Convention Center, Performing Arts Center, Montague Terrace, Ballrooms, Meeting rooms and other City locations.

**Essential Functions**

The essential functions listed below are those that represent the majority of the time spent working in this class. Management may assign additional functions related to the type of work of the class as necessary.

- Facilitate the proper organization and cleanliness of the venues and grounds
- Greet customers while directing traffic in and around the facilities during the beginning and ending of events.
- Evaluate parking to ensure optimal utilization of area and maintain safety of all guests.
- Collects parking fees at the entrances of events as may be required.
- Answers questions, concerns and provides directions to guests.
- Interacts and communicates with customers and provides excellent customer service when directing vehicles to parking areas and interacting with the customers.
- Monitor parking entrances and exits, keeping traffic moving safely and efficiently.
- Provide assistance and needs for guests who may have a disability.
- Patrol and maintain parking areas/sidewalks of the Facilities, ensuring that all areas are clean, safe, and secure.
- Report all incidents and related activities.
- Performs miscellaneous job-related duties as assigned.
- Enforces policy and rules of the facilities.
- May be required to work nights, weekends and holidays to meet the business needs of the City.

**Knowledge, Skills and Abilities**

- Knowledge of proper English usage, punctuation, spelling and grammar and paying attention to detail in preparing reports and correspondence. Ability to communicate effectively both verbally and in writing.
- Ability to complete assignments and be personally accountable for all equipment, computers, City vehicles and City property.
- Ability to be reliable in terms of attendance and punctuality.
- Ability to take initiative without the need of direct supervision; make sound judgement decisions in routine and non-routine work assignments and analyze problems or procedures and evaluating alternatives by selecting the best course of action.

This class description does not constitute an employment agreement between the City of North Charleston and an employee and is subject to change as its needs change.

**EVENT PARKING ATTENDANT**

- Ability to provide excellent customer service to all internal and external customers in the delivery of City services by following through on customer requests in a positive, courteous, timely, respectful and professional manner with the utmost integrity in the best interest of the public.
- Behave consistently regarding the City's expectations for ethical conduct and present self in a professional and positive manner and accept responsibility for actions. Makes decisions in the best interest of the City.
- Manages time and priorities effectively to achieve objectives.
- Ability to demonstrate knowledge of job and work cooperatively and effectively with customers, co-workers, and the public and establish positive working relationships by supporting the organizations decisions, goals and objectives.
- Ability to handle stressful situations and react calmly and quickly in emergency situations.
- Knowledge of the methods, procedures, and policies of the Parking Department as they pertain to the performance of duties of the Event Parking Attendant.
- Knowledge of the rules, standards, and regulations pertaining to the specific duties and responsibilities of the position.
- Ability to ensure compliance with regulations and control the activities of the parking events.
- Ability to maintain positive customer-focused relationships with the general public, and all other internal and external customers.
- Knowledge of how to personally demonstrate appropriate customer service skills.
- Knowledge of proper handling of cash and inventory.
- Knowledge of applicable occupational hazards and safety precautions.

#### **Minimum Education and Experience Requirements**

Requires a high school diploma/GED, or equivalent with some previous experience with handling money and customer service-related situations.

#### **Physical Demands**

*Physical demands refer to the requirements for physical exertion and coordination of limb and body movement.*

Tasks require the ability to exert physical effort in light to moderate work, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, and crawling, and the lifting, carrying, pushing, and/or pulling of objects and materials. Required to stand for long periods of time for directing traffic. Requires the ability to work outdoors in various weather conditions.

#### **Unavoidable Hazards (Work Environment)**

*Unavoidable hazards refer to the job conditions that may lead to injury or health hazards even though precautions have been taken.*

- Involves routine and frequent exposure to:
  - bright/dim light; dusts and pollen
  - extreme heat and/or cold; wet or humid conditions
  - extreme noise levels; animals/wildlife;
  - vibration; fumes and/or noxious odors;
  - traffic; moving machinery;
  - electrical shock; heights;

#### **Special Certifications and Licenses**

- Valid South Carolina Driver's License

#### **Americans with Disabilities Act Compliance**

The City of North Charleston is an Equal Opportunity Employer. ADA requires the City to provide reasonable accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

#### **Standard Clauses**

This position may be required to be on call during emergency disasters and subject to 24-hour shifts or other emergency schedule that is necessary to meet the City's needs.

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May be required to work nights, weekends and holidays to meet the business needs of the City.

This job description is not designed to cover or contain a comprehensive listing of essential functions and responsibilities that are required of an employee for this job. Other duties, responsibilities, and activities may change or be assigned at any time with or without notice.

**Essential Safety Functions**

It is the responsibility of each employee to comply with established policies, procedures and safe work practices. Each employee must follow safety training and instructions provided by their supervisor. Each employee must also properly wear and maintain all personal protective equipment required for their job. Finally, each employee must immediately report any unsafe work practices or unsafe conditions as well as any on-the-job injury or illnesses.

Every manager/supervisor is responsible for enforcing all safety rules and regulations. In addition, they are responsible for ensuring that a safe work environment is maintained, safe work practices are followed, and employees are properly trained.