

TITLE: Parking Facility Security Attendant **SALARY** **CLASS**
SCHEDULE: _____ **CODE:** AS710

UNION: AFSCME **SALARY** **EEO**
GRADE: _____ **CODE:** 70

FLSA: Non-Exempt

ESSENTIAL JOB FUNCTIONS

- Inspect the University's parking areas, buildings, property assigned to provide a conspicuous and obvious presence and render services to faculty, students and guests as circumstances necessitate.
- Circulate and inspect by walking or by motor vehicle the assigned area of responsibility.
- Provide assistance as necessary to patrons and vehicles in assigned area.
- Maintain the cleanliness of assigned area.
- Monitor closed circuit T.V. and voice activated alarm system.
- Replace or repair equipment as necessary.
- Check for proper parking identification or permits where appropriate.
- Make daily written reports of shift activities.
- Maintain cleanliness of work area and employee restrooms.
- All Parking Facility Security Attendants are considered to be "Essential Personnel." And unless notified otherwise by management, they are required to report during a university emergency closure period.
- Other related duties as assigned.

MINIMUM QUALIFICATIONS

- High School graduate or an equivalent combination of education and/or experience.
- Possession and maintenance of a valid Michigan vehicle operator's license and satisfactory driving record as determined by University policy.
- Ability to communicate effectively with others.
- Ability to transport and utilize heavy and awkward equipment in repairing malfunctioning parking gate mechanisms, coin collection units and providing routine service to inoperable vehicles.
- Ability to conduct visual and audio surveillance while patrolling, monitoring and inspection the University's parking facilities, buildings, properties and outdoor areas.
- Ability to work in the presence of variations in temperature and atmospheric conditions, i.e. weather.
- Ability to work an assigned morning, afternoon or evening shift.
- Must obtain security clearance.

WAY MODIFY THE RIGHT OF ANY SUPERVISOR TO ASSIGN, DIRECT AND CONTROL THE WORK OF EMPLOYEES UNDER THEIR SUPERVISION. THE USE OF A PARTICULAR EXPRESSION OR ILLUSTRATION DESCRIBING DUTIES SHALL NOT BE HELD TO EXCLUDE OTHER DUTIES NOT MENTIONED THAT ARE OF SIMILAR KIND OR LEVEL OF DIFFICULTY.

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