



# HUMAN RESOURCES DEPARTMENT

City of Burlington

200 Church Street, Suite 102 Burlington, VT 05401

Voice (802) 865-7145

Fax (802) 864-1777

Vermont Relay: call 7-1-1 or 800-253-0191

## PARKING ATTENDANT PUBLIC WORKS DEPARTMENT

**POSTING DATE:** October 1, 2015

**RATE OF PAY:** \$13.94/hr (Liveable Wage)

**DEADLINE TO APPLY:** October 13, 2015

**POSITION STATUS:** 2 positions. 1-Regular PT (32 hours)  
1-Regular PT (24 hours)

**EXEMPT/NON-EXEMPT:** Non-Exempt

**CLASSIFICATION GRADE:** 6

**UNION:** AFSCME

### APPLICATIONS CANNOT BE ACCEPTED AFTER THE DEADLINE DATE

This position is customer service driven collecting fees and processing transactions using fee computers for customers exiting parking facilities. In addition this position coordinates simple customer matters, while referring more complex billing and ticket fee issues to Shift Leaders, Parking Foreman and Parking Working Foreman respectively.

#### ESSENTIAL JOB FUNCTIONS:

- Process transactions and collect fees from customers in a courteous and respectful manner using automated fee computers for exiting vehicles.
- Settle routine customer payment issues and refer all other payment claim matters to supervisors.
- Carry out vehicle inventories when working the last shift prior to closing at any facility when needed.
- Have knowledge of and sell special discount parking packages from attendant booth.
- Refill ticket spitters with tickets as needed.
- Clear spitter jams and adjusts internal clocks as needed.
- Work in multiple work locations as needed.

#### QUALIFICATIONS/BASIC JOB REQUIREMENTS:

- High School Diploma or equivalent required.
- Ability to perform basic mathematical calculations.
- Punctuality and the ability to be on-site as scheduled.
- Ability to remain in booth and/or on-site for entire shift.
- Reliable transportation required.
- Must conduct themselves in a professional and courteous manner at all times.
- Ability to work with a diverse population with a strong commitment to equity and inclusion, among City staff and the general public.
- Regular attendance is necessary and is essential to meeting the expectations of the job functions.
- Demonstrated commitment to diversity, equity and inclusion as evidenced by ongoing trainings and professional development.
- Regular attendance is necessary and is essential to meeting the expectations of the job functions.
- Ability to understand and comply with City standards, safety rules and personnel policies.

#### The schedule for the Regular 32 hours/week position:

Friday - College Street, 12pm – 8pm

Saturday - College Street, 12pm – 8pm

Monday – Lakeview, 7am – 3pm

Thursday – Lakeview, 3pm – 11pm

#### The schedule for the Regular 24 hours/week position:

Saturday – College Street, 3pm – 11pm

Sunday – Airport, 8am – 4pm

Monday – College Street, 12pm – 8pm

**To Apply:** Submit a cover letter, resume and City of Burlington Application to: Human Resources Department, 200 Church Street, Suite 102, Burlington, Vermont 05401. To obtain an application or for more information about the City of Burlington, please see our website: [www.burlingtonvt.gov/HR](http://www.burlingtonvt.gov/HR).

The City of Burlington will not tolerate unlawful harassment or discrimination on the basis of political or religious affiliation, race, color, national origin, place of birth, ancestry, age, sex, sexual orientation, gender identity, marital status, veteran status, disability, HIV positive status or genetic information. The City is also committed to providing proper access to services, facilities, and employment opportunities. For accessibility information or alternative formats, please contact Human Resources Department at 865-7145.

WOMEN, MINORITIES AND PERSONS WITH DISABILITIES ARE HIGHLY ENCOURAGED TO APPLY. EOE.