



HUMAN RESOURCES DEPARTMENT

City of Burlington

179 South Winooski Ave, 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: January 30, 2014

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

EXEMPT/NON-EXEMPT: Non-Exempt

DEADLINE TO APPLY: February 10, 2014

POSITION STATUS: Regular PT (32 hours)

CLASSIFICATION GRADE: 6

UNION: AFSCME

APPLICATIONS CANNOT BE ACCEPTED AFTER THE DEADLINE DATE

This position collects fees and processes 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, Assistant Manager or Manager 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.
- Have knowledge of and sell special discount parking packages from attendant booth.
- Refill ticket spitters with tickets as needed.
- Clear spitters jams and adjust internal clocks as needed.

Qualifications/Basic Job Requirements:

- High School Diploma or equivalent.
- 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.
- Ability to work weekends, holidays.

The schedule for this position is:

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|-------------|--------------------|--------------------|
| • Monday | College St. Garage | 7am – 3pm |
| • Wednesday | Airport | 4:15 pm – 12:15 am |
| • Saturday | Lakeview Garage | 7am – 3pm |
| • Sunday | Airport | 8am- 4pm |

To Apply: Submit a City of Burlington Application by February 10, 2014 to: Human Resources Department, 179 So. Winooski Ave., Burlington, Vermont 05401. To obtain an application or for more information about the City of Burlington, please see our website: 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.