



JOB DESCRIPTION

Job Title:	Parking Attendant
Department/Location:	Parking
Reports to:	Parking Manager
Position Supervises:	N/A
Fair Labor Standards Act (FLSA) Status:	Non-Exempt Hourly
Employment Status:	Part Time
Revision Date:	04/2022

VISION

ULI will create and sustain exceptional buildings and tenant relationships that strengthen our communities.

PEOPLE-FOCUSED CORE VALUES

Our employees, working with a shared vision of creating and sustaining buildings and tenant relationships that strengthen our communities, are the fundamental strength of our company. We achieve this vision through our people-focused core values.

- Tenants are the most important stakeholders in our business. Only by satisfying tenants first do we have the opportunity to satisfy our other stakeholders.
- Our employees are the fundamental strength of our company. We are a company that attracts, develops, retains, and provides opportunity for people who are committed to our shared vision and values. We will foster an environment of mutual respect and accountability.
- We build trust by acting with integrity in everything we do.
- We create value for the owners of the properties we manage and for our company by generating profit that allows us to do more for all of our stakeholders: tenants, owners, employees and our communities.
- We improve the quality of the urban environment in the communities we are part of.
- ULI will remain an independent privately-held company responsible for long term management of our properties.

MISSION

Urban Land Interests manages, operates and invests in real estate with the perspective of long-term owners committed to improving the value of every building. We build long-term relationships with our tenants by providing services that anticipate and meet their needs and exceed their expectations. We create buildings of exceptional quality that provide attractive living and working environments by paying relentless attention to the details that separate good enough from outstanding.



JOB SUMMARY

Overall responsibility/accountability for all aspects of parking booth operations, including recording, handling, and depositing money from all parking-related operations.

ESSENTIAL FUNCTIONS & RESPONSIBILITIES

- Provide a courteous and professional service to all customers, vendors, co-workers and managers. "Treat others as you would want to be treated."
- Accurately cashier hourly and validation transactions.
- Accurately record tickets, validations and pre-paid tickets on cashier sheet.
- Accurately complete and submit all required paperwork for each shift
- Keep parking booth neat and clean during your shift.
- Clear trash and debris from each station throughout the shift, reporting any maintenance or additional clean up required, such as potholes, missing or broken signage, or other hazards.
- Accurately inventory pay stations, collecting and recording all cash or cash equivalents from each station, and securing all collected monies.
- Accurately inventory parking lot, recording and crediting vehicles for payments received and noting vehicles displaying valid permits.
- Properly deposit, in the designated bank, all monies or cash equivalents and accompanying documentation at the end of each shift, or when five deposit bags or when a specified cash threshold has been collected.
- Change rates at stations, as directed.
- Issue parking violation and "parking owed" notices to vehicles without payment or valid permit, accurately recording vehicle information as required.
- Perform data entry, using electronic devices.
- Inspect and verify location signage and rates
- Protect company property and/or equipment from damage or loss
- Patrol area to prevent thefts from parked automobiles.
- Complete an incident report for claims of damage or to document any unusual incidents during shift
- Accurate completion and submission of time cards at end of your last shift before the pay period ends.
- Maintain a clean, neat, professional appearance at all times. While on the job, wear the designated uniform, if required, and display identification badge.
- Other duties as required.

JOB KNOWLEDGE, SKILLS & ABILITIES

- Ability to add, subtract, multiply and divide with 10's and 100's. Ability to perform these operations using units of American money.
- Able to apply common sense when performing duties and follow written and oral instructions.



- Ability to deal with problems involving a few concrete variables in standardized situations.

EDUCATION/CERTIFICATION/LICENSURE

- No education or certifications required

EXPERIENCE

- One to three months related experience or training desirable.

WORKING CONDITIONS

- Frequent exposure to wet and/or humid conditions, fumes, or airborne particles and outside weather conditions
- The work environment noise level is usually moderate and occasionally loud.
- Able to transfer/relocate to another facility/location without notice at any time.

PHYSICAL REQUIREMENTS

	NOT REQUIRED	OCCASIONALLY (33%)	FREQUENTLY (66%)	CONTINUOUSLY (100%)
Standing			x	
Walking			x	
Sitting			x	
Lifting		x		
Carrying		x		
Pushing		x		
Pulling		x		
Climbing		X		
Balancing		X		
Stooping		X		
Kneeling		X		
Crawling		X		
Reaching		X		
Handling		X		
Speaking				x
Hearing				x



Urban Land Interests

Seeing				x
Color Vision				x
Depth Perception				x

I have read the above job description and acknowledge my understanding of the duties and responsibilities set forth herein.

Employee Name (please print): _____

Employee Signature: _____ Date: _____