

## UW HEALTH JOB DESCRIPTION

### Parking Attendant

<b>Job Code: 11015</b>	<b>FLSA Status: Non Exempt</b>	<b>Mgt. Approval:</b>	<b>Date: 9-2012</b>
<b>Department : Facilities</b>		<b>HR Approval:</b>	<b>Date:</b>

### JOB SUMMARY

Under the minimal supervision of the Facilities Supervisor, the Parking Attendant will be a highly visible member of the 1 S Park campus, and be required to control the flow of traffic in and out of the parking ramp, handle the collection of parking fees, provide parking customers with information regarding parking fees, campus directions, etc. In addition, this position is responsible for monitoring the parking ramp and surface lot to assure they are clean and safe for patients, and staff. This individual will manage outside vendors performing maintenance work within the parking ramp, surface lot, and grounds for the 1 S Park location. This person will be the primary liaison with Meriter Parking personnel to assure the safety of the ramp for 1 S and Meriter staff. This person will also perform other miscellaneous duties as needed.

### MAJOR RESPONSIBILITIES

1. Accurately record and collect validated tickets. Collect parking fees from visitors.
2. Responsible for accurate cash balance. Ensure cash receipts are properly processed and sent to accounting.
3. Assure parking gate equipment is in good working order. Test ticket dispensers and gate arms. Keep equipment supplied with tickets and ink. Ensure gate arms are functioning properly. Make repairs and contact vendors when required.
4. Monitor the parking ramp to make sure the cars are parked in the proper location.
5. Ensure that the trash is picked up in the ramp, surface lot, and grounds.
6. Snow removal & salting sidewalks in inclement weather as necessary to ensure patient and staff safety.
7. Monitor the speed of vehicles in the ramp and/or on the surface lot.
8. Monitor surveillance tapes.
9. Back up building attendant duties as needed.
10. Perform other assigned duties and assist where needed in the event of emergencies.
11. Operation of the Fire Alarm System.
12. Operation of Building Automation System.

**ALL DUTIES AND REQUIREMENTS MUST BE PERFORMED CONSISTENT WITH THE UW HEALTH PERFORMANCE STANDARDS.**

### JOB REQUIREMENTS

Education	Minimum	High school diploma or equivalent
	Preferred	
Work Experience	Minimum	
	Preferred	Any prior parking attendant or 6 months cashier experience is helpful
Licenses & Certifications	Minimum	
	Preferred	
Required Skills, Knowledge, and Abilities	<ul style="list-style-type: none"> <li>Computer skills, including Word and Excel</li> <li>Self motivated with the ability to work independently and organize daily schedule.</li> <li>Effective communication skills and the ability to get along with others.</li> <li>Adherence to UW Health Performance Standards adapted to the Facilities Department.</li> </ul>	

### AGE SPECIFIC COMPETENCY (Clinical jobs only)

Identify age-specific competencies for direct and indirect patient care providers who regularly assess, manage and treat patients.

**Instructions:** Indicate the age groups of patients served either by direct or indirect patient care by checking the appropriate boxes below. Next,

	Infants (Birth – 11 months)		Adolescent (13 – 19 years)
	Toddlers (1 – 3 years)		Young Adult (20 – 40 years)
	Preschool (4 – 5 years)		Middle Adult (41 – 65 years)
	School Age (6 – 12 years)		Older Adult (Over 65 years)

## UW HEALTH JOB DESCRIPTION

### JOB FUNCTIONS

Review the employee's job description and identify each essential function that is performed differently based on the age group of the patient.

### PHYSICAL REQUIREMENTS

**Indicate the appropriate physical requirements of this job in the course of a shift.** *Note: reasonable accommodations may be made available for individuals with disabilities to perform the essential functions of this position.*

Physical Demand Level		Occasional Up to 33% of the time	Frequent 34%-66% of the time	Constant 67%-100% of the time
	<b>Sedentary:</b> Ability to lift up to 10 pounds maximum and occasionally lifting and/or carrying such articles as dockets, ledgers and small tools. Although a sedentary job is defined as one, which involves sitting, a certain amount of walking and standing is often necessary in carrying out job duties. Jobs are sedentary if walking and standing are required only occasionally and other sedentary criteria are met.	Up to 10#	Negligible	Negligible
<b>x</b>	<b>Light:</b> Ability to lift up to 20 pounds maximum with frequent lifting and/or carrying of objects weighing up to 10 pounds. Even though the weight lifted may only be a negligible amount, a job is in this category when it requires walking or standing to a significant degree.	Up to 20#	Up to 10# or requires significant walking or standing, or requires pushing/pulling of arm/leg controls	Negligible or constant push/pull of items of negligible weight
	<b>Medium:</b> Ability to lift up to 50 pounds maximum with frequent lifting and/or carrying objects weighing up to 25 pounds.	20-50#	10-25#	Negligible-10#
	<b>Heavy:</b> Ability to lift up to 100 pounds maximum with frequent lifting and/or carrying objects weighing up to 50 pounds.	50-100#	25-50#	10-20#
	<b>Very Heavy:</b> Ability to lift over 100 pounds with frequent lifting and/or carrying objects weighing over 50 pounds.	Over 100#	Over 50#	Over 20#
List any other physical requirements or bona fide occupational qualifications:		May be required to work outside in inclement weather; may be exposed to gasoline vapor fumes on a daily basis; moderate risk of robbery		

**Note:** The purpose of this document is to describe the general nature and level of work performed by personnel so classified; it is not intended to serve as an inclusive list of all responsibilities associated with this position.