



Employee Job Description

Police Department

Issued/Revised: 05 March 2010

Job Title:
Department:

Parking Attendant
Public Safety/Police

Reports to:
Salary Range:

Police Lieutenant
\$10.24 to \$12.67 (per hourly rate)

Summary

This is a seasonal part time position beginning March and concluding October. Parking Attendants have no law enforcement authority Parking Attendants are authorized by the Town Administrator to enforce and ticket violations of the Towns' Municipal parking ordinances. Attendants will be responsible for patrolling the town's designated parking areas and ticketing violators. Patrols also include side streets and sidewalks within close proximity to the Ocean Boulevard (1-3 blocks). Attendants will work with Public Works and maintenance staff to install and remove meters/pay stations at the start and end of the season. They will be tasked with the collection of monies from meters and pay stations and taking those monies to the bank. Attendants also perform tests on meters to ensure accuracy and perform minor repairs and meters to ensure operation. Attendants are required, as need, to appear in court to testify in hearings on violations.

Duties

- Assists with the installation and removal of meters/pay stations and also their maintenance.
- Performs routine patrols of Ocean Boulevard and adjacent streets/sidewalks to detect violators of the parking ordinances.
- Ticket violators as needed.
- Provides needed reports on lot usage, ticket counts, etc.
- Collects monies from meters/pay stations and takes same to the bank.
- Notifies supervisor on duty and/or Lieutenant of major issues or disturbances within area. Attendants will not take police related actions or intervene in any police related call.
- Performs patrols on foot and in a golf cart.
- Testifies in court as necessary and testifies in any "judicial hearings" in relation to violations of Town parking ordinance.
- Monitors and reports dangers or any element or event which creates issues on or around Ocean Boulevard or the parking areas.
- It is the responsibility of each employee to comply with established policies, procedures and safe work practices. Each employee must follow safety training and instructions provided by their supervisor. Each employee must also properly wear and maintain all personal protective equipment required for their job. Finally, each employee must immediately report any unsafe work practices or unsafe conditions as well as any on-the-job injuries or illnesses.

Physical Demands

- Ability to speak, hear, and understand the written and spoken English language
- Sit, stand, walk climb, balance, stoop, kneel, crouch, and/or crawl and perform these activities for intermittent and prolonged durations
- Use hands to manipulate, handle, and feel objects and reach with hands and arms
- Lift and/or move up to 100 pounds of weight from various heights
- Vision abilities include close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus on objects at various ranges
- Must possess a valid SC driver's license

I have read, understand and accept the job description as presented.

Signature: _____

Date: _____

By order of:

Andy Christenson
Director of Public Safety