



NORTH TAHOE PUBLIC UTILITY DISTRICT
SEASONAL JOB DESCRIPTION

SEASONAL PARKING ATTENDANT

THE POSITION

Under the supervision of the Park & Facilities Manager and Chief Financial Officer, Parking Attendants perform collection of parking fees, care and maintenance of site area, accounting of fees, directs and controls parking, and issues parking citations within North Tahoe Public Utility District boundaries. As season permits, collection of boat launching fees and boat inspections as determined by TRPA. Can work varied hours and shifts including weekends. Facilities include Tahoe Vista Recreation Area, and the North Tahoe Regional Park.

EXAMPLES OF DUTIES

- Excellent customer service skills
- Collect user fees and make change from public park visitors; prepare bank deposits
- Maintain accurate records of vehicles and revenues
- Keep records, account for sales, and prepare reports
- Direct facility users
- Demonstrate positive public relations skills
- Willingness to work with park and facility visitors by informing and assisting
- Maintain site area that may include picking up miscellaneous trash and reporting any maintenance problems

MINIMUM QUALIFICATIONS

Education and Experience:

High School Diploma or GED; experience with fee collection and public relations skills will determine the starting step according to the NTPUD Seasonal Wage Scale.

Necessary Knowledge, Skills and Abilities:

1. Some knowledge of the methods, calculation, materials and equipment necessary for parking fee collection.
2. Some cashier experience
3. Ability to follow oral and written instruction.
4. Ability to maintain accurate records.
5. Ability to demonstrate positive public relations skills.

ESSENTIAL JOB SKILLS

Ability to perform lifting, bending, reaching, stooping and endurance; ability to work outdoors with possibility of extreme temperature changes, dust, and plant pollen; sometimes working under pressure.

TOOLS AND EQUIPMENT USED

10-key calculator, phone, cell phone, cash register.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job in compliance with Americans with Disabilities Act (ADA) requirements. On a case-by-case basis, reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear; frequently lift, carry, drag and push objects of varying shapes and sizes, bend, twist, The employee is occasionally required to climb or balance, use hands to finger, handle, or operate objects, tools, or controls; and reach with hands and arms.

The employee must occasionally lift and/or move 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to dust, noise, pollens, and fumes, weather extremes, and biological wastes.

LICENSE

Possession of a valid California or Nevada Driver's License with driving record satisfactory to the District and the District's insurance carrier.