

PORT OF HOOD RIVER  
Position Description



**JOB TITLE: SUMMER PARKING BOOTH ATTENDANT**  
WORKING TITLE: TEMPORARY/SEASONAL PARKING ATTENDANT  
GENERAL EMPLOYEE • TEMPORARY • FULL OR PART TIME  
WAGE RANGE: \$12.00 - \$13.75 PER HOUR  
REVISED: 03/26/2019

<b>DEPARTMENT:</b>	<b>SUPERVISED BY:</b>	<b>FLSA STATUS:</b>
Operations	Waterfront Manager	Non-Exempt

**JOB SUMMARY:**

This position is a temporary, seasonal, entry-level position for the Port’s Event Site parking services. The Summer Parking Booth Attendant position works under the general direction of the Facilities Manager and Facilities Maintenance Worker assigned to the waterfront. This position will also work through the Financial Specialist regarding all financial matters with oversight by the Chief Financial Officer. This position primarily performs cash collections and control of parking services at the Event Site. Also performs custodial activities and maintenance/minor revisions of landscaped grounds and parks, when time allows. The position requires flexible work hours and days assigned and weekend shifts will be required. Work typically begins in May and continues through Labor Day with some variance.

The position requires good communication skills and the ability to interact with Port parking customers, park users, vendors and tenants, and the general public. The position also requires work to be performed out of doors and in a small, enclosed parking booth structure.

**ESSENTIAL DUTIES:**

- Sales and Parking Enforcement Duties: (Priority 1, Requires 90% of Time)
  - Sales of daily and seasonal parking passes
  - Parking enforcement and control
  - Monitor and communicate rules regarding dogs on leash
  
- Maintenance duties: (Priority 2, Requires 9% of Time)
  - Monitor restroom condition and supplies
  - General park maintenance
  - Weeding, watering of plants and shrubs
  - Litter patrol
  - Monitor dog waste pickup bag supplies
  
- Security duties: (Priority 3, Requires 1% of Time)

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- Monitor crowd and traffic control as well as park use.

#### **NON-ESSENTIAL DUTIES:**

- As assigned.

#### **SUPERVISION:**

The Summer Parking Booth Attendant works under general supervision of the Facilities Maintenance Manager through the Facilities Maintenance Worker assigned to the Waterfront. New or unusual assignments or situations receive guidance from the Facilities Maintenance Supervisor. Guidance is communicated orally and/or in writing, and results are reviewed for accuracy and to assure use of proper methods.

#### **SUPERVISORY RESPONSIBILITIES:**

None.

#### **MINIMUM QUALIFICATIONS:**

- **Education:** High school diploma preferred.
- **Experience:** Basic knowledge of custodial and facilities maintenance procedures preferred.
- **Approvals:** None.
- **Certifications:** Valid driver's license preferred.
- **Pass pre-employment background check.**

#### **REQUIRED KNOWLEDGE, SKILLS, ABILITIES:**

- Must be able to accept and carry out basic instructions with a minimal supervision.

#### **WORK ENVIRONMENT:**

Work occurs out of doors on Port grounds, indoors in Event Site Parking Booth structure. Shift hours typically occur between 7:30AM and 7:00PM, and shifts usually last 6 hours, with some variance depending on need.

#### **PHYSICAL DEMANDS:**

Requires strength and mobility for this setting, including prolonged periods working out of doors in extreme environments. Physical demands include lifting, bending, and standing in one place for prolonged periods of time. Corrected vision sufficient for use of computers.

#### **RELATIONSHIP WITH OTHERS:**

The Summer Parking Booth Attendant has regular telephone or in-person contact with employees of other departments as well as frequent face-to-face interactions with members of the general public to provide and exchange information. Contact typically involves providing and clarifying information; and communicating Port policies and procedures. Communication is typically verbal but some written communication may be required.

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SUPERVISOR SIGNATURE \_\_\_\_\_

SUPERVISOR TITLE / DATE \_\_\_\_\_

EXECUTIVE DIRECTOR SIGNATURE / DATE \_\_\_\_\_

EMPLOYEE SIGNATURE \_\_\_\_\_

EMPLOYEE TITLE / DATE \_\_\_\_\_