

**ISSUED: 4/04**  
**Supersedes: 2/93**

<b>TITLE:</b> <u>Parking Facility Security Attendant</u>	<b>SALARY</b> <b>SCHEDULE:</b> _____	<b>CLASS</b> <b>CODE:</b> <u>AS710</u>
<b>UNION:</b> <u>AFSCME</u>	<b>SALARY</b> <b>GRADE:</b> _____	<b>EEO</b> <b>CODE:</b> <u>70</u>

**FLSA:** Non-Exempt

**ESSENTIAL JOB FUNCTIONS**

- Inspect the University's parking areas, buildings, property assigned to provide a conspicuous and obvious presence and render services to faculty, students and guests as circumstances necessitate.
- Circulate and inspect by walking or by motor vehicle the assigned area of responsibility.
- Provide assistance as necessary to patrons and vehicles in assigned area.
- Maintain the cleanliness of assigned area.
- Monitor closed circuit T.V. and voice activated alarm system.
- Replace or repair equipment as necessary.
- Check for proper parking identification or permits where appropriate.
- Make daily written reports of shift activities.
- Maintain cleanliness of work area and employee restrooms.
- Other related duties as assigned.

**MINIMUM QUALIFICATIONS**

- High School graduate or an equivalent combination of education and/or experience.
- Possession and maintenance of a valid Michigan vehicle operator's license and satisfactory driving record as determined by University policy.
- Ability to communicate effectively with others.
- Ability to transport and utilize heavy and awkward equipment in repairing malfunctioning parking gate mechanisms, coin collection units and providing routine service to inoperable vehicles.
- Ability to conduct visual and audio surveillance while patrolling, monitoring and inspection the University's parking facilities, buildings, properties and outdoor areas.
- Ability to work in the presence of variations in temperature and atmospheric conditions, i.e. weather.
- Ability to work an assigned morning, afternoon or evening shift.
- Must obtain security clearance.

THIS DESCRIPTION IS INTENDED TO INDICATE THE KINDS OF TASKS AND LEVELS OF WORK DIFFICULTY THAT WILL BE REQUIRED OF POSITIONS THAT WILL BE GIVEN THIS TITLE AND SHALL NOT BE CONSTRUED AS DECLARING WHAT THE SPECIFIC DUTIES AND RESPONSIBILITIES OF ANY PARTICULAR POSITION SHALL BE. IT IS NOT INTENDED TO LIMIT OR IN ANY WAY MODIFY THE RIGHT OF ANY SUPERVISOR TO ASSIGN, DIRECT AND CONTROL THE WORK OF EMPLOYEES UNDER THEIR SUPERVISION. THE USE OF A PARTICULAR EXPRESSION OR ILLUSTRATION DESCRIBING DUTIES SHALL NOT BE HELD TO EXCLUDE OTHER DUTIES NOT MENTIONED THAT ARE OF SIMILAR KIND OR LEVEL OF DIFFICULTY.