

Town of South Bruce Peninsula

Paid Parking Attendant

Position Description

Reports to: By-Law Enforcement Officer

Status: Seasonal Full Time

Last Revised: Feb 1, 2021

Hours: 40 per week-flexible

Summary of Duties

The Paid Parking Attendant is responsible for troubleshooting and assisting with the operation of the Paid Parking machines in parking lots and metered parking spaces at Sauble Beach.

Qualifications

1. Minimum secondary school graduation is preferred
2. Clear criminal record check
3. Excellent written and oral communication skills
4. Aptitude for repair and maintenance of electronic/mechanical/computerized equipment

Responsibilities

1. Liaise with parking patrons
2. Assist parking patrons with use of parking meters and other methods of payment for parking
3. Patrols parking lots and metered parking spaces on foot, staying in proximity to the parking meters
4. Assists in collection of money from parking meters as required
5. Troubleshoots problems with the parking meters as required
6. Repairs parking meters and advises superiors of repairs required
7. Places machines out of order as required
8. Operate radios and /handheld parking enforcement devices
9. May issue tickets for parking infractions
10. May be required to attend court to defend tickets issued

Working Conditions

1. Hours will be flexible and include evenings and weekends.
2. Required to work in varying weather conditions for prolonged periods of time
3. Potential to become involved in altercations
4. Will be required to maintain a professional and courteous attitude
5. Will be required to maintain a neat and tidy appearance

6. Physical fitness required to permit walking, standing or riding for prolonged periods of time