

BUS PARK ATTENDANT

DEFINITION

Monitors activities at a District bus parking lot, checks vehicles and premises, and cleans buses.

TYPICAL DUTIES

Checks vehicles at a District bus park to assure authorized entry or exit.
Checks incoming visitors for appropriate business purposes and bars unauthorized persons.
Secures or checks buildings and gates.
Takes periodic inventories of vehicles on the lot.
Makes periodic telephone or radio reports on the status of the facility and calls emergency personnel as necessary.
Directs District vehicles to proper parking locations, controls safe movement of vehicles on the lot, and may issue written warnings to offenders.
Sweeps out buses, cleans windows, and performs other cleaning duties on the parking facility.
Checks air pressure in bus tires.
Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

A Bus Park Attendant controls access to vehicles and vehicular movement within a District bus park.

A Garage Attendant fuels, services , and washes automotive equipment and performs other manual tasks in a garage or parking area.

SUPERVISION

General supervision is received from supervisory personnel. No supervision is exercised.

CLASS QUALIFICATIONS

Knowledge of:

Accident and fire hazards in a bus park
Use of fire extinguishers

Ability to:

Give directions courteously and firmly
Make quick decisions in emergencies
Read an air gauge

ENTRANCE QUALIFICATIONS

Education:

Graduation from high school or evidence of equivalent educational proficiency.

Experience:

None.

This class description is not a complete statement of essential functions, responsibilities or requirements. Requirements are representative of the minimum level of knowledge, skill and/or abilities. Management retains the discretion to add or to change typical duties of a position at any time.