

## Job Description

**Position:** Parking Attendant  
**Department:** Facilities  
**Position Reports to:** Facilities Director  
**Status:** Union

**Position Summary:** Provides parking services, enforcement of parking regulations, and traffic control throughout premises. Monitors security of premises parking facilities. Assist with special events parking arrangements.

Adhere to Clinica Romero's mission and core values: Compassion, Commitment to Service, Quality Care, Respect, and Dignity; and complies with all policies and procedures of the organization.

### Responsibilities:

- Issues parking citations to drivers of unauthorized parked vehicles.
- Patrols parking structure and report the existence of hazardous conditions.
- Assists in traffic and crowd control activities.
- Provides information and other general assistance to visitors.
- Performs other duties as assigned.
- Maintains and monitors daily authorized list of visitors.
- Ensure parking lot areas and path of travel are level and secure, safe and clean all the times. Immediately report any security issues and hazards to your supervisor or Human Resources Department.
- Ensure parking regulations are properly communicated to staff and visitors.
- Provide assistance to people with disabilities.
- Show genuine appreciation to visitors and staff at all times.
- Walk and stand for long period of time throughout the workday.
- Visually spot check vehicles for damages and document damages in parking log.
- When necessary escort visitors to where their vehicle are parked.
- Able to move vehicles when necessary.

### Qualifications:

- Knowledge of Customer Service principles and practices.
- Ability to resolve difficult or stressful customer service issues.
- Ability to observe, assess, and record hazardous condition in parking areas.
- Knowledge of public events safety and crowd control principles, procedures, regulations, and standards.
- Flexible schedule.
- Good verbal and communication skills.



- Valid California Driver license, auto insurance and good driving record.
- This position requires: climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, minor typing, grasping, feeling, talking, hearing, seeing and repetitive motions.
- Lifting up to 10 to 25 pounds constantly.
- Must provide proof of up-to-date COVID-19 vaccinations including recommended doses in the primary series AND booster dose when eligible.

**Policy and procedures regarding conduct in the workplace:**

- Observe regulations on time card use and reporting.
- Observe attendance policy.
- Maintain a clean and safe work area.
- Observe general Safety/Employee Health policies and procedures.
- Maintain current all annual health screenings.
- Observe CMOAR Appearance/Dress standards.
- Maintain the privacy and confidentiality of both client and employee with regard to medical records.
- Display clearly visible identification.
- Treat all patients with respect and dignity and adheres' to the Patient Bill of Rights.
- Treats all employees with respect and dignity in accordance to non-discriminatory policy and procedure.
- Treat all employees/clients in a courteous and professional manner.
- Conduct only work related conversations when clients are waiting for service.
- Do not discuss other staff members, policies, problems or medical care in public areas of clinic.

**CLINICA MSR. OSCAR A ROMERO IS AN EQUAL OPPORTUNITY EMPLOYER**