



Town of Lexington Police Department Parking Lot Attendant

Part time. Thursday and Fridays 10:00 AM – 2:30 PM and per diem as needed.

Starting hourly rate is \$13.08/hour.

Parking Lot Attendants who are qualified and appointed Traffic Officers have the potential for extra earnings by working traffic details and road jobs.

Assist in the daily activities related to operating a customer-oriented attendant parking lot.

ESSENTIAL JOB FUNCTIONS:

- Perform the role of attendant which includes the issuing and receiving of parking tickets and the performance of routine and repetitive tasks which require some judgment, considerable contact with the public and the handling of substantial amounts of money.
- Issue numerical tickets to customers entering the lot and collect tickets on exit.
- Determine parking fees based on length of stay and collect appropriate fee.
- Put collected tickets in categories for day-end tally.
- Count and band accumulated dollar bills and may roll coin, if necessary.
- Ensure that customers park in proper alignment in the designated spaces.
- May be responsible for moving a vehicle to allow exit of other vehicles.
- Keep parking booth and lot neat and free of litter in varying weather conditions.
- Provide general security by locking up booth at the end of day.
- May be responsible for preparing the daily tally report at the end of the day, balancing the cash deposit and delivering it to the night depository.

Requires a High School diploma or equivalent, 2-4 years' experience in traffic control, cash sales, customer services or related field; a valid Class D driver's license; and the ability to operate a standard transmission vehicle.

As an employee of the Lexington Police Department all candidates are subject to a CORI screening and driving record history evaluation as a condition of employment.

To apply, please submit Town Application form **(required)** to Human Resources, Town of Lexington, 1625 Massachusetts Ave., Lexington, MA 02420. For the required application form and job description, email: jobs@lexingtonma.gov or download from www.lexingtonma.gov, or pick up at the Human Resources Department. AA/EEO