

Parking Attendant I

(Parking and Access)

OUR MISSION... To provide a clean, comfortable, and safe environment on Capitol Hill.

The Georgia Building Authority (GBA) is responsible for all services associated with the management of 36 buildings and various facilities located in the Capitol Hill Complex in Atlanta, Georgia, including the Georgia State Capitol building and the Governor's Mansion in northeast Atlanta.

Job Information

Job Type: Full Time

Number of Vacancies: 1

Assigned Shift: 5:30 a.m. – 1:30 p.m.

Unit: Parking & Access Control

Hiring Salary: \$32,240.00 Annually

Location: Atlanta, GA

Opens: October 28, 2024

Closes: November 30, 2024

This position is subject to close at any time once a satisfactory applicant pool has been identified.

Applicants who require accommodations for the application process should contact

404-463-5664 or e-mail

hr-email@spo.ga.gov

TO APPLY:

Email **resume** in Microsoft Word or PDF format to: hr-email@spo.ga.gov with the following in the subject line of your email:

Parking Attendant I



Our goal is to be a diverse workforce that is representative of the citizens we serve. GBA does not discriminate in employment on the basis of race, color, religion, sex, national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, retaliation, parental status, or military service. GBA is committed to providing access, equal opportunity, and reasonable accommodation for individuals with disabilities in employment. All employment is decided on the basis of qualifications, merit and business need.

Position Overview

Position Description: Under general supervision, the Parking Attendant 1 monitors and enforces, on an assigned shift, the rules and regulations of the Georgia Building Authority pertaining to the safeguarding of employees, building, property, and the parking of vehicles at state parking facilities. The Parking Attendant 1 also performs other job-related duties as assigned.

Minimum Qualifications: Any combination of training and experience that will lead to competencies related to the area of assignment.

Preferred Qualifications: Preference will be given to applicants who, in addition to meeting the minimum qualifications, possess the following:

- High school diploma or GED and one (1) year experience handling cash exchanges.
- Must have a valid Georgia Driver's License and meet the agency's requirements to be an authorized driver.
- NOTE: May be required to work nights and weekends and ability to work shifts. (Prolonged walking, standing and sitting are required)

Essential Functions:

- Communicate with the general public and other City employees in order to issue and explain parking citations, give directions, request license plate checks, and request Police assistance when needed.
- Courteous with the general public in the performance of assigned duties
- Detect hazardous situations at work, including traffic sounds when working near moving traffic to ensure own safety and sirens/alarms in order to report suspicious activities.
- Ensure all personnel entering the complex are properly identified.
- Patrol parking areas to check for unauthorized subjects, fires, water leaks, and general building security.
- Resolve complaints regarding parking to the extent possible on the scene.
- Assist within teamwork when there are shortages in staff.
- Call a supervisor or Capitol Police in regards to any vehicle that should not be parked in an assigned parking space.
- Service vehicles with gas, diesel or CNG.
- May operate mobile radio equipment and write tickets for illegally parked vehicles.
- Assist customers upon entry in the deck with making payments using only debit/credit card.

Competencies: Ability to understand and carry out oral and written instructions. Ability to communicate with individuals from diverse backgrounds. Some skills in identifying obvious building repair requirements and safety hazards. Ability to lift, push, pull and carry heavy items. Ability to prepare clear and accurate reports.

The selected applicant must be authorized to work in the United States and must successfully pass a pre-employment criminal background check, motor vehicle records check and drug screen.

Due to the large volume of resumes received by this office, we are unable to provide information on your resume status over the telephone.

Notifications will only be sent to applicants who are selected to interview.

Please visit our website at www.gba.ga.gov for additional GBA career opportunities.