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| Job Title | <i>Parking Ambassador, Temporary</i> |
| Classification | <i>Seasonal Part time, non-exempt</i> |
| Salary Range | <i>\$16 to \$18 hourly</i> |
| Reports to | <i>Parking, Mobility, & Accessibility Director</i> |

Summary/Objective

Honest, friendly, outgoing individual to assist in managing Parking Services and to execute the enforcement of downtown parking ordinances while promoting a customer friendly approach to downtown. Create a friendly atmosphere with merchants, residents, and visitors to Petoskey and assist with their parking needs and questions regarding their visit to the City and surrounding area. Report to the Parking, Mobility, & Accessibility Director any problems that arise during course of employment.

Essential Functions

- Provide assistance to downtown customers
- Enforce parking ordinances
- Collect money deposited in meters throughout the downtown area
- Sort parking tokens
- Check and perform minor repairs on faulty meters
- Address complaints and share information
- Conduct yourself to reflect the pride and professionalism of Petoskey
- Other duties as assigned

Competency

- Effective communication skills
- Basic computer skills
- Basic cell phone skills
- General knowledge of the area

Supervisory Responsibilities

- None

Work Environment

- Outside
- All seasons and all conditions

Physical Demands

- Able to perform a moderate level of physical activity
- Ability to lift and carry 50 pounds
- While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to use hands to finger, handle, or feel and reach with hands and arms. The employee must frequently lift and/or move medium weight items. Specific vision abilities required by this job include close vision, color vision, and ability to adjust focus. While performing the duties of this job, the employee often works in the elements.

Position Type and Expected Hours of Work

- Ambassador/enforcement
- 20 to 32 hours per week

Travel

- None

Required Education and Experience

- High School Diploma or GED
- Able to pass criminal records check

Preferred Education and Experience

- Parking Management experience
- Hospitality Training

Additional Eligibility Qualifications

- Competent to de-escalate situations

Affirmative Action Plan/Equal Employer Opportunity (AAP/EEO) Statement

The City of Petoskey is an Equal Opportunity Employer.

Disclaimer

The job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Other duties, responsibilities and activities may change or be assigned at any time with or without notice.

I have reviewed this job description and have determined that it accurately reflects the position.

Employee Signature

Date

Department Head Signature

Date

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| Approved by: | |
| Date Approved: | |
| Reviewed: | |