

**PARKING LOT ATTENDANT**

**BASIC FUNCTION**

To patrol and monitor school parking lots to help protect people and property on District grounds.

**CHARACTERISTIC DUTIES & RESPONSIBILITIES**

- Patrol District parking lots and grounds to prevent or deal with any incidents of theft, vandalism, fire or fire hazards, disorderly conduct, violation of District traffic, parking, safety, security, or other regulations, and so forth.
- Enforce district rules, policies, regulations, procedures etc. related to parking, traffic, and other safety/security issues. Issue warnings, citations, and traffic tickets as appropriate.
- Monitor weather conditions, and notify appropriate personnel of need for snow and ice removal, and the like.
- Report any security incidents, unusual activity or hazardous conditions to appropriate officials.
- Monitor visitor activity on school grounds and within the school district lobby. Check ID's of visitors when appropriate. Give visitors directions and other general information.
- Assist in escorting individuals off District grounds as appropriate.
- Assist in responding to complaints/calls related to possible criminal activity, and in investigating incident and/or apprehending involved individuals as appropriate, under the supervision of a senior or senior staff members.
- Assist in investigating traffic accidents on campus.
- Call for and assist local fire and rescue personnel as needed. Assist with first aide and/or CPR as needed.
- Assist area police with investigations when appropriate.
- Provide security services such as parking and traffic direction, crowd control and the like for special events.
- Prepare all required paperwork on security activities.
- Perform related duties as assigned.

**SUPERVISION RECEIVED**

Direct to moderate supervision is received from the School Safety Coordinator. Indirect supervision received from the Director of Property Services.

**MINIMUM QUALIFICATIONS**

High school education plus one to two years of relevant work experience, with some directly related security or law enforcement training or experience desirable, or a combination of education and experience from which comparable knowledge and skills are acquired.

- General familiarity with relevant laws and regulations desirable, particularly as they relate to actions of minors.
- Some knowledge of fire prevention and firefighting methods desirable.
- Some first aid training and knowledge of CPR desirable.
- Valid VT driver's license.
- Ability to deal effectively with a wide range of individuals, in some instances under stressful, dangerous and/or emergency conditions.
- Ability to handle emergency situations calmly and efficiently.
- Demonstrated integrity.
- Physical ability to perform all job duties.

.....  
This general outline illustrates the type of work which characterizes the Job Classification. It is not an all-encompassing statement of the specific duties, responsibilities and qualifications of individual positions assigned to the classification.

General Expectations:

1. Use of District provided vehicles when patrolling district grounds.
2. Remaining on district grounds at all times during shift unless directed otherwise by a senior staff member.
3. Wearing of district provided uniforms to be easily identifiable and/or recognizable to students, visitors, faculty and staff.
4. Job duties shall be primarily contained to the school district parking lots. Infrequent monitoring of the schools lobby may also be required.