



Seasonal Job Description / Duty Statement

22nd District Agricultural Association

Non-Testing Classification Title / Code: 0986	
Working Title: Parking Aide (Seasonal)	
Department: 22 nd D.A.A. Public Safety	Reports To: Event Services Supervisor
Location: <input checked="" type="checkbox"/> On Site <input type="checkbox"/> Hybrid <input type="checkbox"/> Remote	Time Base: <input checked="" type="checkbox"/> Seasonal

Position Description
 Under the general direction of the Public Safety Department with the 22nd District Agricultural Association, this position monitors and controls the access gates of the Fairgrounds with constant awareness of surroundings, provides support to the Public Safety Department, responds to questions from the public on Fairgrounds rules and regulations, and monitors and directs traffic on the streets in a safe and efficient manner. This position requires the operation of light vehicles, and a valid driver’s license is required. Certification required; class will be provided.

Essential Job Functions

Employee must be able to perform the following functions with or without reasonable accommodation. Consideration of reasonable accommodation for qualified individuals with disability may be made, provided that doing so does not impose an undue hardship.

40%	<p>Gate Ambassador Service</p> <ul style="list-style-type: none"> • Controls entrances and exits and prevents admittance of unauthorized individuals at the various access gates. • Demonstrates excellent customer service and communication skills to exchange information in a courteous manner. • Maintains good visibility around the access gate checking for possible unusual activity. • Maintains proficient knowledge of all emergency policies, procedures and regulations of various alarms, incidents, and emergency situations. • Maintains accurate notes of authorized guests who will be arriving at the facility. • Provides information to the Public Safety team by communicating effectively (much of the communication will be via hand-held radio). • Writes and submits complete, accurate, and informative reports to supervisors.
30%	<p>Traffic Control</p> <ul style="list-style-type: none"> • Controls and directs the flow of vehicles on street areas into the Fairgrounds or parking areas by applying traffic control practices and regulations in a safe and efficient manner. • Provides clear guidance to drivers approaching traffic control zones. • Stays alert and maneuvers quickly to avoid danger from unsafe drivers. • Uses appropriate signals and traffic signs to direct the flow of vehicles, bicycles, and pedestrians crossing the streets. • Receives, understands, and communicates directions effectively with team to conduct the flow of traffic.

	<ul style="list-style-type: none"> • Sets up, positions, and removes traffic cones, traffic signs, barricades, etc. to divert traffic. • Maintains assigned position, rotating where needed.
25%	<p>Parking Aide</p> <ul style="list-style-type: none"> • Keeps parking areas clear and orderly to ensure that space usage is maximized. • Prevents vehicles from parking without proper authorizations. • Observes and reports conditions that might be dangerous to the public. • Answers questions from the public pertaining to proper use of the parking facility.

Marginal Job Functions

5%	<ul style="list-style-type: none"> • Performs other related duties as assigned or requested when needed.
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Typical Working Conditions

Work involves frequent standing, sitting, and walking on uneven ground. Work activities also include frequent lifting, carrying, pushing, and pulling average-weight equipment, tools, materials, supplies, and furniture up to 50 pounds. Repetitive motions using hands, wrists, and/or arms. Other motions may include, but are not limited to, balancing, crawling, kneeling, reaching, squatting, stooping, and bending and twisting of waist and neck. Sees, hears, smells, and visually stays alert of surroundings. Occasional power grasping and repetitive hand movement, fine finger dexterity, and coordination to operate various equipment. Work is performed outdoors with exposure to weather conditions, and some exposure to hazards or physical risk that require following safety precautions. This position necessitates willingness to conform to the District’s uniform requirements. Works flexible schedule including nights, weekends, and holidays when necessary. Occasional ascending and descending stairs and ladders. Ability to speak, read, and write English at a professional level for successful job performance. Work activities require the ability to operate light vehicles, must possess a valid driver’s license.

Attendance, Conduct, and Performance Expectations

This position requires the incumbent to maintain acceptable, consistent, and regular attendance at the job site at such level as is determined at the District’s sole discretion; work cooperatively with the team members and others and meet performance expectations to enable the District to provide the highest level of service possible; communicate effectively (orally and in writing if both appropriate) in dealing with the public, employees, and others; develop and maintain knowledge and skills related to specific tasks, methodologies, materials, tools, and equipment; complete assignments in a timely and efficient manner; and adhere to District policies and procedures regarding attendance, leave, and conduct. Must be regularly available and willing to work the hours determined necessary or desirable to meet its business needs.

Duties of this position are subject to change and may be revised as needed or required.