



# Seasonal Job Description / Duty Statement

22<sup>nd</sup> District Agricultural Association

<b>Non-Testing Classification Title / Code:</b> 1035	
<b>Working Title:</b> Senior Parking Aide (Seasonal)	
<b>Department:</b> 22 <sup>nd</sup> D.A.A. Public Safety	<b>Reports To:</b> Event Services Supervisor
<b>Location:</b> <input checked="" type="checkbox"/> On Site <input type="checkbox"/> Hybrid <input type="checkbox"/> Remote	<b>Time Base:</b> <input checked="" type="checkbox"/> Seasonal

**Position Description**  
 Under the general direction of the Public Safety Department with the 22<sup>nd</sup> District Agricultural Association, this lead position monitors and directs traffic on the streets expediting traffic flow in a safe and efficient manner, monitors parking facilities, and responds to questions from the public regarding parking and Fairgrounds rules and regulations. This position involves 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.

50%	<p><b>Traffic Control</b></p> <ul style="list-style-type: none"> <li>• Prepares reports regarding traffic safety concerns, accidents, or incidents.</li> <li>• 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.</li> <li>• Provides clear guidance to drivers approaching traffic control zones.</li> <li>• Stays alert and maneuvers quickly to avoid danger from unsafe drivers.</li> <li>• Uses appropriate signals and traffic signs to direct the flow of vehicles, bicycles, and pedestrians crossing the streets.</li> <li>• Receives, understands, and communicates effectively with team to conduct the flow of traffic.</li> <li>• Sets up, positions, and removes traffic cones, traffic signs, barricades, etc. to divert traffic.</li> <li>• Maintains assigned position, rotating where needed.</li> <li>• Maintains proficient knowledge of work procedures of Fairgrounds rules and regulations to follow all safety precautions and emergency situations.</li> </ul>
45%	<p><b>Parking Aide</b></p> <ul style="list-style-type: none"> <li>• Keeps parking areas clear and orderly to ensure that space usage is maximized.</li> <li>• Prevents vehicles from parking without proper authorizations.</li> <li>• Observes and reports conditions that might be dangerous to the public.</li> <li>• Answers questions from the public pertaining to proper use of the parking facility.</li> <li>• Demonstrates excellent customer service and communication skills to exchange information in a courteous manner.</li> </ul>

## Marginal Job Functions

5%

- Performs other related duties as assigned or requested when needed.

### 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 the 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 necessitates willingness to conform to the District's uniform requirements. Involves some exposure to hazards or physical risk that require following safety precautions. 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.**