

| | | | |
|---|--|-----------------------------------|------------------|
|  | THE CITY OF KEY WEST Job Description | Temporary, Hourly Position | |
| | | DATE OF REVISION | 08/08 |
| POSITION | GROUNDSKEEPER/ PARKING ATTENDANT(TEMPORARY) | MIN. HOURLY WAGE | \$10.3688 |
| DEPARTMENT | KWDOT (43-01-543 / 44-06-544) | | |
| JOB CODE | 42345 | GRADE | T01 |

PHYSICAL LOCATION:

- Three (3) primary municipal parking lot locations, Mallory Square, Key West Bight and Old Town Garage (PNR)

REPORTING RESPONSIBILITIES:

- Manager/Director of KWDoT, and/or Superintendent or designee.

GENERAL FUNCTIONS:

- Performs general janitorial duties and grounds keeping as required.
- Keep clean all associated grounds in the parking lots, restrooms, and other areas.
- Responsible for receiving tickets from customers, collecting amount due and tendering change, as required in operation of ticket booth/cash register and maintaining stocks required for public use. Prepares cash deposit and cashier's report. Acts as security, protecting the area and monitoring its use.
- Relieves parking attendant for breaks, vacation, and etc.

ESSENTIAL FUNCTIONS (WITHOUT ACCOMODATION):

- Able to read, write speak and understand English in order to perform duties of this description.
- Able to work a forty (40) hour flexible, shift-schedule work week and overtime when necessary.
- Able to use equipment and/or materials as specified in this job description.
- Able to move around parking lot and provide the required security to protect the public and City property, when necessary.
- Able to work in a small, confined space, such as a parking booth.
- Able to work outside in adverse weather conditions.
- Able to see and hear well enough to perform the duties of this job description.
- Able to operate maintenance and landscape equipment, as required.
- Able to perform janitorial duties for all associated areas, including restrooms and grounds maintenance.

EQUIPMENT TO BE USED:

- Cash register, ticket machine, gate arm, validator and other office related equipment.
- Radio communication via a 2-way radio system, is required.
- Landscape or grounds keeping equipment (IE: blower, ride-on scrubber and vacuum machines, broom, shovel, mop, paint, brushes, lawn mower, hedger, trimmer type tools, garbage cans, and paper dispensers of all types and miscellaneous landscape equipment) as required.

ENVIRONMENT:

- Outside in all types of weather.
- Air conditioned booth.

PHYSICAL REQUIREMENT:

- Standing 35%
- Sitting 20%
- Bending 15%
- Walking 15%
- Reaching 10%
- Lifting 5%

DUTIES/TASKS/JOBS:

- Receives tickets from customers, collect amount due and tender change.
- Prepares cash deposit(s) and take it to the bank at end of shift.
- Maintains cashier's report completely and accurately.
- Patrols area on foot to provide security to public and protect personal and City property against vandalism, theft and other related acts.
- Carry radio and communicate effectively with co-workers, supervisors and the public.
- Keep all grounds, restrooms and associated areas clean and presentable at all times.
- Report disturbances to police and keep a written log of all incidents which occur.
- Maintain pleasant and courteous manner at all times.
- Comply with all City, State and Federal rules and regulations.
- Assist customers with parking by directing them to available parking spaces or suggesting alternatives when the lot is full.
- Stock all paper supplies as required throughout the day, as well as, monitor, for security purposes, the use of said facilities.

REQUIRED KNOWLEDGE/ SKILLS/ ABILITIES/ QUALIFICATIONS:

- Ability to prepare written reports as relates to duties.
- Ability to perform simple addition and subtraction on a calculator and work with money, including giving proper change.
- Ability to establish and maintain an effective working relationship with other employees and supervisory personnel.
- Able to wear required safety equipment/shoes and uniform daily.
- Able to operate a cash register and balance same, operate ticket machine and gate arm equipment.
- Able to work flexible shifts.
- Able to perform physical activities related to grounds keeping and landscape duties (IE: mowing, edging, lifting, etc.)
- Able to withstand outside elements and confined space.
- One or more years experience working a cash register and performing shift balance/auditing.
- One or more years experience in janitorial services.
- One or more years experience in landscape/yard maintenance.
- High School Diploma or equivalent GED, required.
- Valid Florid Drivers License

Periodically duties, equipment, material, and/or job setting(s), other than those listed, are required and will be considered as part of the regular job while in effect.

The listing of tasks is in no way to be considered a complete listing of all possible tasks, nor is the requirement for an ability or skill a guarantee that the ability or skill is going to be used.

I _____, have read this job description and hereby agree with the above noted "Acknowledgements", that I meet the requirements and qualifications and if hired, can perform these and related duties as assigned. I further affirm that I understand this job description may be amended periodically, as is the right of the City.

Applicant Signature

Date

**THE CITY OF KEY WEST IS AN EQUAL OPPORTUNITY AFFIRMATIVE ACTION
VETERANS PREFERENCE EMPLOYER
& A DRUG-FREE WORKPLACE**

Apply at:

**City Hall, Office of Human Resources
525 Angela Street, 1st floor
Key West, FL 33040
Office Telephone: (305) 809-3714**