

# The University of Texas at San Antonio

## *Job Description*

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Job Title: Parking Garage Attendant  
Code: 16360  
Salary Grade: 53  
FLSA Status: Non-Exempt  
Department/Division: Campus Services

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## *Summary*

- Function: To provide skills in the receipt of disbursement and recording of funds for the institution as it pertains to parking operations.
- Scope: Responsible for assisting in the non-routine receipt, disbursement and accountability of university funds and assets, while maintaining safe, orderly function of garage facilities.

## *Duties*

- Typical:
  1. Prepares cashier window for opening by securing cash and checks from vault and verifying permit inventory.
  2. Receives cash and checks at a cashier's window. Prepare receipts for payments.
  3. Apply payments to proper accounts.
  4. Completes end of shift drawer reconciliation.
  5. Provides information regarding parking regulations, permit sales, directions and general information.
  6. Checks garage equipment for full functionality and trouble shoots any problems found.
  7. Ensure all garage facilities are kept orderly and clean.
  8. Report any needed repairs or safety issues that can't immediately be corrected.
  9. Maintain fluidity of garage ingress and egress at all times.
  10. Maintain records for various accounts. Perform reconciliations.
  11. Perform other duties as assigned.
- Periodic:
  1. Operate a university vehicle as required to perform duties.
  2. Perform weekly maintenance and cleaning of gates, pay stations, validators, and credit card machines.
  3. Assists in the coordination and preparation of the garage facilities for

<p>special events.</p> <p>4. Carry out weekly permit inventory replenishment requests.</p> <p>5. Assist supervisor with mail, corrections, and all other data entry.</p>
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**Education**

Required	Preferred
High school graduation or GED.	One year of college coursework in accounting or basic administration.

**Other Requirements**

Required	Preferred
Texas Driver’s License	Cash register experience
Strong written and oral communication skills	
Criminal Background Check (CBC).	

**Experience**

Required	Preferred
Two years of experience in customer service.	Two years of experience as a cashier. Similar experience in higher education.

**Equipment**

Required	Possible
Personal computer and standard office equipment.	Knowledge of cleaning equipment and safe use of cleaning supplies.

**Working Conditions**

Usual	Special
Usual office conditions, as well as, exterior checks that require outdoor climates of all seasons.	Travel between paring facilities.
	Ability to work rotating shifts and weekends.

**Supervision**

Received	Given
Direct supervision from the Garage Services Supervisor and Garage & Event Services Manager.	May train and/or oversee the work of new personnel.

**Accuracy**

Extreme accuracy in counting money and maintaining records.
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***Security Sensitive***

Specific job requirements or physical location of some positions allocated to this classification may render the position security sensitive, and thereby subject to the provisions of section 51.215 Texas Education Code.

***Internal Control***

Within the scope of position duties, responsible for seeing that operations are effective and efficient, assets are safeguarded, reliable financial data is maintained, and applicable laws, regulations, policies, and procedures are complied with.