

TBI US Operations, Inc.

Job Description

Parking Operations Attendant

Reporting to: Parking Operations Manager

Location: Orlando Sanford International Airport
Sanford, FL

General Responsibilities:

Under supervision of the Parking Operations Manager, the Parking Operations Attendant is responsible for assisting customers that utilize the Airport's parking facilities and programs and operates the public parking shuttle in a safe and professional manner.

Major Responsibilities and Functions:

- Monitors public parking activities including efficient operation of revenue control equipment.
- Handles cash and credit card transactions upon customer exit of parking facility.
- Maintains accurate recordkeeping of collected cash and disbursements.
- Ensures shuttle vehicles are in a safe, clean and presentable status at all times.
- Operates shuttle vehicle between terminal and all public parking facilities.
- Provides information and other general assistance to the travelling public and/or employees.
- Creates timely reports of accidents, incidents, and unusual occurrences.
- Promotes safe, effective parking and travel conditions throughout the Airport.
- Other duties as assigned.

Health and Safety Responsibilities:

- Take all reasonable and necessary precautions to ensure personal health and safety, as well as that of co-workers and any other person(s).
- Report immediately to management, all unsafe and unhealthy conditions.
- Report immediately to management, all occurrences that cause injury or damage to any person or property.
- Comply with TBI's Environmental Safety and Health program and procedures.

Qualifications:

- Must possess required knowledge, skills, abilities and experience and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.
- Must possess a valid Florida driver's license and an acceptable driving record.
- Skill in effective oral and written communication.
- Ability to establish and maintain good working relationships with other TBI employees, airport and airline employees and airport passengers.

Working Conditions:**Physical Effort:**

Must be able to perform physical activities, such as, but not limited to, lifting heavy items (up to 50 lbs. unassisted), standing, walking, bending, lifting and stooping. Must be able to work safely in an environment containing caustic chemicals, cleaning materials, dust and noise. Walking for extended periods of time is required throughout the course of daily activities. The Parking Operations Attendant is occasionally required to climb, lift, balance, stoop, kneel, crouch or crawl. While performing his/her duties, the Parking Operations Attendant works in outside weather conditions and is occasionally exposed to wet and/or humid conditions, as well as extreme heat.

Mental Effort:

Position involves encounters with members at every level of the organization, airline employees, vendors, subcontractors and members of the public, and requires a sense of responsibility to provide a high level of service and accurate information. The position involves stress associated with responding to/solving problems. The position requires the exercise of discretion and independent judgment, as well as a creative approach to formulating responses and making recommendations regarding changes in company policy and/or procedures, as required. Operations are dynamic and situations may require immediate attention. This position has high exposure to the public and requires a professional approach and demeanour under all conditions. It also requires a genuine willingness to assist persons with a wide range of requests and needs, including individuals with disabilities.

Normal Working Hours:

The normal working hours for this position will vary by shift. Coverage will be provided from 5:00 am to 1:00 am 7 days a week.