



Imperial Valley College Campus Safety & Parking Control Department

CLASS TITLE: Student Worker – Parking Attendant

BASIC FUNCTION: Under the direction of the Campus Safety Coordinator provide support to the Campus Safety and Parking Control Department. Respond to emergency and non-emergency assignments; maintain confidentiality and assist personnel with other campus safety and parking control related services.

Representative Duties:

- Parking and traffic enforcement, patrol parking lots, barricade areas, direct and control traffic flow on campus.
- Adhere to all Campus Safety Department policies and procedures; respond to and follow all emergency procedures, interact effectively with emergency care providers and other officials.
- Must speak, write and read in English fluently.
- Be able to communicate and interact positively and effectively with faculty, staff, students and visitors.
- Help train or assist supervisor with new employees.
- Maintain ticket machines, booths, carts, and parking lots in clean condition.
- Issue warnings, citations to violators, provide information and issue parking passes to visitors, guests, etc.
- Observe and follow the pre-arranged and agreed upon patrolling schedule.
- Wear and maintain the proper uniform at all times while on duty.
- Make sure all equipment is signed out, returned, and if necessary, restocked in working order and in a timely fashion.
- Employee are responsible for equipment when in their possession.
- Help maintain safe work environment by being alert and reporting hazards, problems and accidents.
- Assist in the care and transportation of injured or ill persons.
- Accurately complete appropriate incident reports, log forms, etc.
- Provide limited information to individuals, agencies, and organizations.
- Paint parking lots or other equipment.
- Run errands for staff as needed.
- Communicate by two-way radio with Campus Safety & Parking Control staff, Campus Deputies, and other departments.
- Attend all departmental trainings and fulfill additional departmental training requirements.
- Assist with COVID-19 pre-screenings and other related duties.
- Perform additional or other duties as assigned.

Minimum Requirements:

- Must have a valid California driver's license, be able to operate electric golf cart and pass cart tests.
- Must be physically able to drive cart and pass the golf cart requirements: such as tests, training, etc.
- Must be in compliance with uniformed appearance standards while on duty
- Ability to work in a stressful environment; able to lift or carry a minimum of ten pounds
- Provide great customer service
- Ability to pass all established trainings/test requirements established by the department.
- Complete timesheets promptly, accurately and submit electronically by the specified deadline
- Comply and knowledgeable of all campus safety policies and produces
- Ability to work under different weather conditions

EDUCATION AND EXPERIENCE: Must be enrolled at IVC with at least six units per semester and cumulative GPA of 2.0 with a good disciplinary standing. Any combination equivalent to: graduation from high school or GED.

WORKING CONDITIONS: Duties are performed in an indoor and outdoor environment. Employees are subject to severe desert weather, humidity, wind, and rain. While performing the duties of this job it is occasionally required to perform heavy lifting; stand and walk for extended periods of time; bend at the waist; climb, crawl and kneel, reach, push, pull and carry items, use hands to operate cart, equipment and see to observe and drive from site to site. Employees are required to wear a uniform, duty belt, boots and other equipment as assigned.

PHYSICAL DEMANDS: Incumbents may be exposed to abusive individuals and animals, driving from site to site to conduct work. Possible exposure to chemicals, fumes, odors or gases during campus inspections as well as blood and body fluids during emergency and non-emergency calls.