



City of Leavenworth

700 US Hwy 2 | PO Box 287
Leavenworth, WA 98826
(509) 548-5275
cityofleavenworth.com

POSITION VACANCY Part-Time Lot Attendant (Weekends Required)

The City of Leavenworth, an Equal Opportunity Employer (EOE), is now accepting applications for two (2) part-time, temporary Lot Attendant positions. The salary range for this position is between \$26.26 - \$32.28 per hour. The starting salary is based on qualifications and experience. These part-time positions are temporary, with weekends required.

The Lot Attendant supports and assists the City of Leavenworth's Parking Department with parking management and traffic control. This position is responsible for monitoring city-owned and operated parking lots during select seasons to ensure safety and optimal space utilization. This position holds no arrest powers and reports directly to the Parking Supervisor. Must be able to work a flexible schedule, including early mornings, evenings, weekends, and holidays as needed to accommodate peak seasons.

The anticipated weekend schedule for these positions is Saturday through Sunday, 9 AM – 6 PM, and on holidays, due to the nature of the position. Please note that the actual working hours may change based on the needs of the department.

The following pre-employment screening required for this position is a background check. This position requires: possession of a valid Washington State driver's license on the date of hire with a driving record free of significant moving violations; High School Diploma or GED equivalent; must be at least 18 years of age; and six (6) months of relevant experience and/or any combination of education and experience that would provide the applicant with the desired skills, knowledge, and ability required to perform the duties associated with the position. A general understanding of parking, code enforcement, and working with the public is preferred.

This position does not qualify for benefits (e.g., health insurance, paid time off, etc.).

The full job description and instructions on how to apply are available online at www.governmentjobs.com/careers/leavenworthwa, or by contacting Human Resources at (509) 548-5275 or jobs@cityofleavenworth.com.

All positions are open until filled. The City reserves the right to close this posting at any time without notice once a sufficient candidate pool is identified. Early submission is highly encouraged.

Part-Time Lot Attendant (Weekends Required)

Salary Range	\$26.26 - \$32.28/hour	Location	Leavenworth, WA (in-person)
Department	Parking	Division	n/a
Employment Type	Part-Time/Temporary	Classification Type	Non-Exempt

About the Position

The Lot Attendant supports and assists the City of Leavenworth's Parking Department with parking management and traffic control. This position is responsible for monitoring city-owned and operated parking lots during select seasons to ensure safety and optimal space utilization. This position holds no arrest powers and reports directly to the Parking Supervisor. Must be able to work a flexible schedule, including early mornings, evenings, weekends, and holidays as needed to accommodate peak tourism seasons. This is a temporary position, and weekends are required.

Essential Job Functions

Among the varied range of responsibilities held within this role, the Lot Attendant will:

- Monitor and evaluate parking in specialty lots and city-owned/operated locations to ensure optimal utilization of space and guest safety.
- Help customers navigate to desired parking spots efficiently.
- May assist in directing the flow of vehicular traffic during peak tourist hours.
- Walk assigned parking areas on foot or in a city vehicle to maintain a visible and secure presence throughout the shift.
- Operate all motor vehicles safely and in accordance with city policy.
- Serve as an on-site resource for parking-related questions, greeting and assisting the public courteously and professionally.
- Provide directions, information, and general assistance to promote positive community relations.
- Deliver effective, efficient, and responsive customer service at all times.
- Perform minor upkeep tasks in parking areas, including litter removal.
- Assist with setting up, moving, or adjusting temporary parking signage or markers (i.e., bumper stops, cones).
- Submit detailed daily reports to the Parking Supervisor.
- Follow strict safe work practices to ensure personal safety and the safety of the public.
- Comply with all federal, state, county, and City of Leavenworth laws, rules, regulations, ordinances, and policies.

Other job functions:

- Maintain regular, reliable, and punctual attendance.
- May be required to obtain additional education as required to conduct job functions.
- Other duties as assigned.

Pre-Employment Screening(s)

A pre-employment Background Check is required for this position.

Qualifications Requirements

- High School Diploma or GED equivalent; and must be at least 18 years of age.
- Six (6) months of relevant experience and/or any combination of education and experience that would provide the applicant with the desired skills, knowledge, and ability required to perform the duties associated with the position. A general understanding of parking, code enforcement, and working with the public is preferred.
- Possession of a valid Washington State driver's license on employment start date, with a driving record acceptable to the City.

Requires knowledge of:

- General parking procedures and traffic flows.
- Communication and conflict resolution strategies.

Requires the ability to:

- Perform simple mathematical calculations.
- Troubleshooting and problem-solving.
- Walk on uneven, rocky, or rough ground in a variety of weather conditions.
- Engage with the public in person.
- Read, write, and communicate effectively in English.
- Provide exceptional customer service.
- Create and maintain respectful and nondiscriminatory professional working relationships with co-workers, contractors, and the public.
- Address difficult or angry people using conflict resolution tools.
- Maintain professional composure, tact, patience, and courtesy always.
- Work independently.
- Establish and maintain effective and harmonious professional working relationships with City staff members, other government agency staff, officials, citizen groups, and individuals.

Physical Demands

- Sitting – Regularly
- Standing – Regularly
- Walking – Frequently
- Moving up to 1 - 50 lbs. Floor-Waist – Occasionally
- Moving up to 1 - 50 lbs. Above Shoulders – Rarely
- Stooping/Bending – Frequently
- Reach Waist to Shoulder – Frequently
- Wrist/Hand/Finger manipulation – Occasionally
- Repetitive Motions – Frequently
- Talking – Regularly
- Hearing – Frequently
- Visual - Near Acuity – Frequently
- Visual - Far Acuity – Frequently
- Visual - Depth Perception – Frequently
- Visual - Color Discrimination – Regularly

Working Conditions

- Exposure to Weather – Frequently
- Noise Intensity Level – Moderate
- Work Interruptions – Frequently

Disclaimers

The statements contained herein reflect general details as necessary to describe the principal functions for this job, the level of knowledge and skill typically required, and the scope of responsibility. This should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absences or relief, to equalize peak work periods, or otherwise to balance the workload. The Employer retains the right to change or assign other duties to this position. Nothing in this job description is intended to create a contract of employment.