



**Tahoe Donner Association  
Job Description**

**Job Title:** Lead Parking Attendant  
**Job Code:** 502  
**Department:** Mountain Operations  
**Reports To:** Mountain Operations Manager  
**Class Code:** 9184  
**FLSA Status:** Non-exempt  
**Salary Level:** Hourly 7  
**Prepared Date:** 11/29/13, updated 10/2/15

**SUMMARY**

The Lead Parking attendant is responsible for assisting and directing assigned Parking Attendants with all essential duties during daily operation.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following:

- Provides excellent customer service to guests, employees and business partners.
- Monitors parking lots including parking space availability, entrances, exits and clear shuttle bus routes.
- Effectively communicates parking availability, shuttle stop locations, and acceptable loading/unloading areas to guests of the ski resort.
- Sets parking lot signage to assist in traffic control.
- Develops a comprehensive understanding of many facets of the ski area operation to better assist with guest questions.
- Maintain clean functional work stations. Including all parking lots, shuttle stops and trash receptacles.
- Assists with snow removal including shoveling and clearing snow from walkways, stairs and other areas as needed.
- Assist the Outside Operations Manager in training, directing, motivating, evaluating, and disciplining all assigned staff.
- Other duties may be assigned.

**QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION and/or EXPERIENCE**

Prior customer service required.

**CERTIFICATES, LICENSES, REGISTRATIONS**

Current Cardiopulmonary Resuscitation (CPR) and First Aid certifications recommended.

**LANGUAGE SKILLS**

Ability to speak effectively before groups of guests or employees of the organization.

**MATHEMATICAL SKILLS**

Ability to add and subtract two-digit number and two-digit numbers and to multiply and divide with 10's and 100's. ability to perform these operation using units of American money and weight measurement, volume, and distance.

**PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand and walk. The employee is occasionally required to sit; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly exposed to moving mechanical parts and outside weather conditions. The employee is frequently exposed to risk of electrical shock. The employee is occasionally exposed to high, precarious places; fumes or airborne particles; toxic or caustic chemicals; and vibration. The noise level in the work environment is usually moderate.

**SUPERVISORY RESPONSIBILITIES**

Assist in the supervision and coordination of 5-10 parking attendants. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include planning, assigning, and directing work; rewarding and disciplining employees; addressing complaints and resolving issues.