



## STORAGE LOT ATTENDANT

DEPARTMENT: PARKS & RECREATION  
**GRADE 302**

### CHARACTERISTIC OF THE CLASS:

Under the general supervision of the Recreation Supervisor overseeing the City of Pembroke Pines storage lots, performs a variety of tasks including identification of currently leased storage spaces, occupants and vacancies. The incumbent is responsible for daily records of occupants and openings within the storage lots and assisting with information concerning the leasing of such spaces. Work is reviewed through observation for adherence to established policies and procedures.

### EXAMPLES OF ESSENTIAL FUNCTIONS:

1. Answers inquiries in person; provides information on facilities and services.
2. Ensures equipment is kept neat and clean; ensures equipment is safe and in working condition.
3. Presents and maintains a professional attitude as a City of Pembroke Pines employee to the general public.
4. Carries out a daily inspection of leased spaces at all City owned storage facilities.
5. Notify supervisor of any infractions that do not adhere to the rules and regulations as set forth by the city of Pembroke Pines Parks and Recreation
6. Enforces all rules and regulations as established by the Parks and Recreation
7. Provides light maintenance of the storage lots pertaining to pick-up of trash bags, light debris, and notification of heavy trash items, tree clippings, etc. to the Recreation Supervisor to expedite work orders.
8. Notifies Recreation Supervisor of parked vehicles in non-designated parking spaces, unauthorized vehicles or equipment, trash or debris, etc. in parking spaces, and any other situations pertaining to the storage lots.
9. Maintains and/or creates any paperwork requested by the Recreation Supervisor that pertains to the operations of the City storage facilities.
10. Assists with Special Events and other departmental activities.

**Note:** The examples of essential functions listed in this classification specifications are not necessarily descriptive of any one position in the class. The omission of an essential function of work does not preclude management from assigning duties not listed herein if such functions are logical assignments to the position.

**REQUIREMENTS:**

**A. Training and Experience:**

High School Diploma or equivalent. Prior storage attendant experience preferred.

Must possess a valid State of Florida class "E" driver license.

**B. Knowledge, Abilities, and Skills:**

Knowledge of rules, regulations, ordinances, policies, and other requirements regarding public recreation.

Ability to establish and maintain effective working relationships with lessees, co-workers and the general public.

Ability to understand and carry out oral and written instructions.

**C. Physical Requirements: 2**

**D. Environmental Requirements: 2**

**E. Sensory Requirements: 8,9**

**Revised: P&R 1/2024**