

Parking Assistant (5335C), Parking & Transportation -
79717

University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=259933>

Downloaded On: Jul. 22, 2025 12:07am

Posted Jul. 21, 2025, set to expire Jun. 30, 2026

Job Title	Parking Assistant (5335C), Parking & Transportation - 79717
Department	Parking & Transportation
Institution	University of California, Berkeley Berkeley, California
Date Posted	Jul. 21, 2025
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Classified Staff
Academic Field(s)	Facilities/Maintenance/Transportation
Apply Online Here	https://apptrkr.com/6387167

Apply By Email

Job Description

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About Berkeley

At the University of California, Berkeley, we are dedicated to fostering a community where everyone feels welcome and can thrive. Our culture of openness, freedom and belonging make it a special place for students, faculty and staff.

As a world-leading institution, Berkeley is known for its academic and research excellence, public mission, diverse student body, and commitment to equity and social justice. Since our founding in 1868, we have driven innovation, creating global intellectual, economic and social value.

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We are looking for applicants who reflect California's diversity and want to be part of an inclusive, equity-focused community that views education as a matter of social justice. Please consider whether your values align with our [Guiding Values and Principles](#), [Principles of Community](#), and [Strategic Plan](#).

At UC Berkeley, we believe that learning is a fundamental part of working, and provide space for [supportive colleague communities via numerous employee resource groups](#) (staff organizations). Our goal is for everyone on the Berkeley campus to feel supported and equipped to realize their full potential. We actively support this by providing all of our full-time staff employees with at least 80 hours (10 days) of paid time per year to engage in professional development activities. Find out more about how you can [grow your career](#) at UC Berkeley.

Departmental Overview

UC Berkeley Parking & Transportation Department provides a full range of parking and transportation services, serving a diverse community of more than 35,000 students and 15,000 faculty and staff, and many visitors annually. Ensure and facilitate vehicular access to the campus and furnish sufficient parking to meet the demands of the campus community. Maintain optimal safety of campus vehicles, roads and facilities. The Attendant Parking Program is to assist UC permit holders in providing stack parking services in campus parking facilities.

The Parking Assistant provides stack parking services to UC permit holders and campus visitors, greeting and assisting the campus community with their parking needs during weekday business hours. This role communicates with, and redirects permit holders to alternate campus parking facilities as needed, consistently delivering excellent customer service. The Parking Assistant also supports the Special Events Unit by assisting with parking control during special events and may perform light maintenance duties, such as picking up debris in parking areas, when not actively assisting customers.

Application Review Date

The First Review Date for this job is: July 29, 2025

Responsibilities

- Under the supervision of the Attendant Parking Supervisor, stack park vehicles for UC Berkeley faculty, staff, and students at lots across campus.
- Maintain excellent customer service standards as outlined by department policies and procedures.
- Greet all drivers as they enter parking lots and direct drivers to open spaces

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- When all marked spaces are full, help drivers self-stack their vehicles. Issue ticket receipts after inspecting and documenting any prior vehicle damage.
- Write down the license plate, make of car and the exact location of where car is parked on valet ticket.
- Re-balance location of vehicles as marked spaces open. Tag keys and store in key box. Retrieve vehicles in a timely manner.
- Contact Attendant Parking Supervisor, if all stacked vehicles have not been retrieved by the end of the work shift.
- May be directed to transport remaining vehicle keys to UC Police Department for after-hours distribution.
- Incumbent may be asked to perform other parking duties such as, work special events (i.e., football, basketball game days, commencements, etc.) as assigned.

Required Qualifications

- Ability to see aspects of public relations in all facets of the job and the ability to understand the effects on the entire organization.
- Maintain good attendance.
- Possess good interpersonal and communication skills.
- Ability to recognize the importance of dealing diplomatically with the public, and the importance of a good public appearance.
- Demonstrated ability to assess problematic or emergency situations and plan, execute an appropriate solution based on established guidelines or policies.
- Ability to clearly and concisely express ideas using appropriate vocabulary.
- Ability to independently resolve issues working within set policies and procedures.
- Knowledge of and/or ability to learn applicable geography to direct drivers to other parking lots on campus, and to provide directions to nearby campus buildings, and to be an effective information source.
- Ability to know and use available resources in order to solve problems.
- Physically able to stand for long periods.
- Possess and maintain current valid California Driver's License and must have current driving privileges (Subject to DMV pull notice.)
- Ability to operate security related equipment and general office equipment.
- Required to operate UC Permit holders vehicles while parking their vehicles.

Salary & Benefits

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For information on the comprehensive benefits package offered by the University, please visit the University of California's Compensation & Benefits website.

Under California law, the University of California, Berkeley is required to provide a reasonable estimate of the compensation range for this role and should not offer a salary outside of the range posted in this job announcement. This range takes into account the wide range of factors that are considered in making compensation decisions including but not limited to experience, skills, knowledge, abilities, education, licensure and certifications, analysis of internal equity, and other business and organizational needs. It is not typical for an individual to be offered a salary at or near the top of the range for a position. Salary offers are determined based on final candidate qualifications and experience.

- The budgeted hourly rate that the University reasonably expects to pay for this position is \$25.17, Step 10.
- This is a non-exempt, bi-weekly paid position.
- This is a full-time, Career appointment that is eligible for full UC benefits.

How to Apply

To apply, please submit your resume and cover letter.

Conviction History Background

This is a designated position requiring fingerprinting and a background check due to the nature of the job responsibilities. Berkeley does hire people with conviction histories and reviews information received in the context of the job responsibilities. The University reserves the right to make employment contingent upon successful completion of the background check.

Driving Required

Required to hold valid driver's license, have a driving record that is in accordance with local policies/procedures, and/or enroll in the California Employer Pull Notice Program.

SB 791 and AB 810 Misconduct Disclosure

As a condition of employment, the final candidate who accepts a conditional offer of employment will be required to disclose if they have been subject to any final administrative or judicial decisions within the last seven years determining that they committed any misconduct; received notice of any

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allegations or are currently the subject of any administrative or disciplinary proceedings involving misconduct; have left a position after receiving notice of allegations or while under investigation in an administrative or disciplinary proceeding involving misconduct; or have filed an appeal of a finding of misconduct with a previous employer.

"Misconduct" means any violation of the policies or laws governing conduct at the applicant's previous place of employment, including, but not limited to, violations of policies or laws prohibiting sexual harassment, sexual assault, or other forms of harassment, discrimination, dishonesty, or unethical conduct, as defined by the employer. For reference, below are UC's policies addressing some forms of misconduct:

[UC Sexual Violence and Sexual Harassment Policy](#)

[UC Anti-Discrimination Policy](#)

[Abusive Conduct in the Workplace](#)

Other Information

- This is not a visa opportunity.
- This position has 3 openings.
- This position is governed by the terms and conditions in the agreement for the Service Unit (SX) between the University of California and the American Federation of State, County and Municipal Employees (AFSCME). The current bargaining agreement manual can be found at:
<http://ucnet.universityofcalifornia.edu/labor/bargaining-units/sx/index.html>

Equal Employment Opportunity

The University of California is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, age, protected veteran status, or other protected status under state or federal law.

To apply, visit

https://careerspub.universityofcalifornia.edu/psc/ucb/EMPLOYEE/HRMS/c/HRS_HRAM_FL.HRS.CG_S

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Contact Information

Please reference Academickeys in your cover letter when
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Contact

N/A

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