

License Plate Inventory (LPI) Agent

MAIN RESPONSIBILITIES

Basic Function: Ensure that all cars are inventoried into the system during scheduled shift. This position generally requires you to work an overnight shift (e.g. midnight - 8 AM).

Essential Duties and Responsibilities

- Perform the nightly License Plate Inventory (LPI)
- Be prepared to act in the capacity of a cashier as and when directed
- Provide accurate information to the public concerning all areas of airport parking operations and general airport information

MINIMUM REQUIREMENTS

Qualification Requirements: 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.

Education/Experience Required: Less than High School education or one month related experience, training or an equivalent combination of education and experience.

Availability to Work: Special shift requirements, if any, will vary depending on a location's hiring needs. If applicable, availability to work 3rd shift and/or week-ends may be a requirement.

License Requirement: The individual will only be required to have and maintain a valid state-issued driver's license, with a current address and acceptable driving record, if the individual is expected to be able to drive a company vehicle or drive on company business.

Language Skills: Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one situations to customers and other employees of the company.

Mathematical Skills: Ability to add, subtract, two digit numbers and multiply and divide with 10's and 100's. Ability to perform these operations using units of American money.

Appearance: Employees will be required to maintain a neat and clean appearance and be in complete uniform at all times.

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. Must be able to work outdoors in all weather conditions

While performing the duties of this job, the employee is regularly required to stand; walk; and use hands to handle cash and equipment. The employee is required to reach with

License Plate Inventory (LPI) Agent

hands and arms and talk or hear. The employee is occasionally required to sit and climb or balance. The employee must occasionally lift and/or move up to 25 pounds.

SP+ is an equal opportunity employer committed in policy and practice to recruit, hire, train, and promote, in all job classifications, without regard to race, color, religion, sex, age, national origin, citizenship status, marital status, sexual orientation, veteran status, disability or other classes protected by federal or state law. SP+ does not tolerate harassment of or retaliation against any employee or applicant on the basis of these characteristics, or because the individual exercised his or her EEO rights.