

Job Title Gate Attendant	
Hourly Pay Range \$15.50 - \$17.00	Time-base 119-day Part-time, Seasonal, Temporary
Job Overview This position monitors and controls the access control gates of the facility with constant awareness of surroundings and provides support to the Public Safety Department.	
Duties and Responsibilities include, but are not limited, to the following: <ul style="list-style-type: none"> •Controls entrances/exits and prevents admittance of unauthorized individuals at the various access gates. •Greets, directs, and assists individuals using excellent customer service skills. •Checks to ensure those entering the grounds have proper credentials and/or parking pass. •Maintains good visibility around the access gate checking for possible unusual activity. •Maintains a good understanding of the overall layout of the facility and able to give clear directions to guests. •Maintains a working knowledge of all emergency policies, procedures, and regulations and is able to direct First Responders to the various alarms, incidents, and emergency situations. •Maintains accurate notes of those authorized guests who will be arriving to the facility. •Writes and submits complete, accurate, and informative reports. •Ensures tasks and responsibilities are completed and covered and commits to long hours of work when necessary. •Provides information to Public Safety team by communicating effectively via hand-held radio, telephone, e-mail, etc. •Performs other related duties as assigned or requested when needed. 	
Qualifications <ul style="list-style-type: none"> •Excellent customer service skills. •Excellent communication skills (both verbal and written). •Good judgement and professionalism. •Must possess a valid driver's license (if required to drive a State of CA vehicle). 	
Working Conditions <ul style="list-style-type: none"> •Maintains a fixed-post position. •Involves minimal exposure to hazards or physical risk (dust, sun) that require following safety precautions. •Sees, hears, smells, and stays alert of his/her surroundings. •Uses minimal security equipment – items to include two-way radio, phone, computer, etc ... •Works a flexible schedule including nights, weekends, and holidays (when necessary). 	