



U.S. Senate Sergeant at Arms **Human Resources**

Vacancy Announcement

POSITION:	Parking Operations Specialist #637
DEPARTMENT:	Office of Security and Emergency Preparedness / Parking Office
LOCATION/HOURS:	25 hours per week
SUMMARY:	Positions in this classification monitor and facilitate daily activities in parking lots and on streets within the Sergeant at Arms' jurisdiction. The incumbent ensures that authorized permit holders park in their assigned location and ensures vehicles are removed only by authorized drivers.
LICENSES AND CERTIFICATIONS:	Possession of a valid driver's license for at least two years and a good driving record. Must possess the ability to obtain a Segway certification.
SALARY RANGE:	\$19.42 per hour
HOW TO APPLY:	All applicants must use the link below and follow instructions. https://sen.gov/J7P6
POSTING DATE:	Tuesday, November 17, 2020 to Tuesday, December 01, 2020

U.S. Senate Sergeant at Arms, Human Resources * Senate Hart Building SH-142, Washington, DC 20510 * Phone: 202-224-2889

The SAA is an equal employment opportunity employer in accordance with the requirements of Senate Rules and regulations and applicable federal laws. It is the policy of the SAA that all employment actions will be administered without regard to an employee's or an applicant's race, color, national origin, religion, disability, genetic information, age, gender, sexual orientation or uniformed service.



PARKING OPERATIONS SPECIALIST

NATURE OF WORK

Positions in this classification monitor and facilitate daily activities in parking lots and on streets within the Sergeant at Arms' jurisdiction. The incumbent ensures that authorized permit holders park in their assigned location and ensures vehicles are removed only by authorized drivers. Work is performed under the supervision of a Parking Operations Supervisor or other immediate supervisor.

EXAMPLES OF WORK

(This list is not absolute or restrictive, but indicates approximate duties and responsibilities which may be redefined pursuant to operational needs.)

- Verifies authorization of drivers and vehicles in parking areas under SAA jurisdiction; routinely checks parked vehicles to ensure security and compliance with parking rules.
- Moves vehicles in parking lots to maximize capacity and to allow exit of specified vehicles.
- Provides customer service to Senate employees by moving vehicles, retrieving keys, answering questions, soliciting information, and fielding comments and requests for service.
- Assures availability and security of keys for parked vehicles.
- Performs courtesy services such as jump-starts or lockouts to assist Senate employees.
- Assists in orienting new Senate employees with all SAA rules relating to parking and access to Senate lots and designated streets.
- Reports unusual/suspicious activities or persons to Supervisor, Lead Parking Operations Specialist, and/or USCP.
- Mentors new parking employees with an emphasis on safety, performance, and courtesy.
- May support the Parking Operations continuity of operations (COOP) function; may be required to work if the COOP plan is activated.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

Work regularly exposes employee to weather extremes of heat, cold, rain, snow, etc. Work is performed primarily outdoors requiring extensive standing, walking, and repeated entering and exiting of vehicles of various makes, models, and sizes. Employees in this class drive privately owned and SAA fleet vehicles in close confinement, requiring driving skills and visual acuity. Work exposes employee to car exhaust fumes.



MINIMUM QUALIFICATIONS

Work requires a high school diploma (or GED), and two years licensed driving experience; or any equivalent combination of education and experience that provides the following knowledge, abilities and skills:

- Ability to safely move and position vehicles in confined space and in close proximity to other vehicles.
- Ability to operate a vehicle with manual transmission.
- Ability to deal effectively and courteously with Senate staff regarding the parking of vehicles.

LICENSES, CERTIFICATION AND OTHER REQUIREMENTS

Possession of a valid driver's license for at least two years and a good driving record.

Must possess the ability to obtain a Segway certification.

Parking Operations Specialist Addendum

Experience sought to support the following essential functions that contribute to the SAA' s service to the Senate.

- Verifying authorized drivers and vehicles in parking lots and streets under jurisdiction; routine checking of parked vehicles to ensure security and compliance with parking rules.
- Adjusting vehicles in parking lots to maximize capacity and to allow exit of specified vehicles.
- Providing customer service to staff by moving vehicles, retrieving keys, answering questions, soliciting information, and fielding comments and requests for service.
- Assuring availability and security of keys for parked vehicles.
- Assisting in orienting new staff with organizational rules related to parking and access to lots and designated streets.
- Reporting unusual/suspicious activities or persons to Supervisor, team leads, and/or law enforcement.
- Supporting continuity of operations (COOP) functions on a regular emergency basis.

VETERANS EMPLOYMENT OPPORTUNITY ACT

Hiring for this position is governed by the Veterans Employment Opportunity Act of 1998 (“VEOA”), as made applicable by the Congressional Accountability Act of 1995 (“CAA”). Pursuant to the VEOA, qualified applicants who are not current employees of the Office of the Senate Sergeant at Arms and who are disabled or who have served on active duty in the Armed Forces during certain specified time periods or in certain military designated campaigns (“veterans”) may be eligible to receive a preference over non-veterans in hiring decisions. Family members of veterans may also be eligible to receive a veterans’ preference if the veteran cannot claim his or her veterans’ preference.

To be eligible for a veterans’ preference, applicants must meet all of the requirements set forth in the VEOA and applicable regulations. Those eligibility requirements are summarized in the Application for Veterans’ Preference, which is available at www.senate.gov/saaemployment.

If claiming a veterans’ preference, an applicant must indicate that he/she is preference eligible on the application or resume and must submit a completed copy of the Application for Veterans’ Preference along with the supporting documentation specified on that form. If the Office of the Senate Sergeant at Arms does not receive the Application for Veterans’ Preference and supporting documentation by the closing date, the applicant’s claim for a veterans’ preference may be denied.

Applicants may obtain a copy of the Office’s Veterans’ Preference In Appointments policy by submitting a written request to resumes@saa.senate.gov.

Individuals who are entitled to a veterans’ preference are invited to self-identify voluntarily. This information is intended solely for use in connection with the obligations and efforts of the Office of the Senate Sergeant at Arms to provide veterans’ preference to preference-eligible applicants in accordance with the VEOA. An applicant’s status as a disabled veteran and any information regarding an applicant’s disability, including the applicant’s medical condition and history, will be kept confidential and will be collected, maintained and used in accordance with the Americans with Disabilities Act of 1990, as made applicable by section 102(a)(3) of the CAA, 2 U.S.C. §1302(a)(3). An applicant who declines to self-identify as a disabled veteran and/or to provide information and documentation regarding his/her disabled veteran’s status will not be subjected to an adverse employment action, but the individual may be ruled ineligible for a veterans’ preference.