

Class Title: Parking Supervisor

BRIEF DESCRIPTION OF THE CLASSIFICATION:

Manages operations of computer controlled parking garages and lots, and parking enforcement function. Writes and implements plans and schedules for events and festivals, and coordinates traffic control with police. Directs, verifies, audits, deposits and reports city revenue. Provides staff oversight and supervision, and performs administrative duties.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the classification. The following examples do not identify all duties performed by any single incumbent. Specific requirements of individual positions are described in the Job Description.

| Physical Strength Code | | ESSENTIAL FUNCTIONS |
|------------------------|---|--|
| 1 | S | Provides staff oversight and supervision by providing oral and written communication of job assignments, monitoring job performance, motivating, training and counseling personnel, providing assistance, coaching employees, scheduling staff, evaluating facility staff usage, allocating resources, evaluating requirements, controlling payroll expenditures, writing and updating training manual/reference guides, interviewing applicants for supervisory and attendant positions, organizing and conducting orientation and in-house training on operational procedures, policies, city code requirements, customer service and computer skills, and conducting performance reviews. |
| 2 | S | Manages facilities by controlling garage space usage of monthly, contract and transient parkers, operating computer system, troubleshooting and making adjustments to system, directing traffic to available spaces through use of staff and police, monitoring operation, performing inspections, and controlling signage. |
| 3 | S | Performs administrative duties by conducting surprise audits for loss control, distributing and logging petty cash, verifying petty cash and revenue, depositing funds, preparing reports, auditing cashier reports and tickets and make recommendations for employee reimbursements for shortages, writing employee memo's, providing information, managing public relations and resolving customer complaints. |
| 4 | S | Provides direct oversight for the parking enforcement function by supervising meter monitors, interacting with various City offices and with the public, applying City code to parking regulations, and being familiar with City streets. |

CSC Adopted: October 2001 , CSC Revised: _____

CLASS REQUIREMENTS:

| CLASS REQUIREMENTS | |
|--|---|
| Formal Education / Knowledge | Work requires knowledge necessary to understand basic operational, technical, or office processes. Level of knowledge equivalent to four years of high school or equivalency. |
| Experience | One years experience in a supervisory position in customer service. |
| Certifications and Other Requirements | Valid Motorcycle Driver’s License and/or Valid Driver’s License |
| Reading | Work requires the ability to read technical manuals, reports, performance evaluations, memorandum, and general correspondence. |
| Math | Work requires the ability to perform general math calculations such as addition, subtraction, multiplication and division. |
| Writing | Work requires the ability to write training manuals, work schedules, reports, performance evaluations, memorandum, and general correspondence. |
| Managerial | Managerial responsibilities include assigning specific positions, planning and assigning responsibilities for special events, training employees, and evaluating divisional personnel andoverseeing the parking enforcemnt function. |
| Budget Responsibility | N/A |
| Supervisory / Organizational Control | Work requires functioning as a lead worker performing essentially the same work as those directed, and includes overseeing work quality, training, instructing, and scheduling work. |
| Complexity | Work involves choices of action within limits set by standard practices and procedures. Professional judgment is required to apply the proper course of action. |
| Interpersonal / Human Relations Skills | Contacts others within the organization. These contacts may involve similar work units or departments within the City which may be involved in decision making or providing approval or decision making authority for purchases or projects. Works with individuals outside the City who may belong to professional or peer organizations. Working with various state and federal agencies may also be required. Vendors and suppliers may also be called upon for information on purchases, supplies or products. Meetings and discussions may be conducted with customers, vendors and sales representatives. |

CSC Adopted: **October 2001** , CSC Revised: _____

OVERALL PHYSICAL STRENGTH DEMANDS:

| Sedentary | X | Light | Medium | Heavy | Very Heavy |
|---|---|---|---|--|---|
| S = Sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time | | L = Light Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree. | M = Medium Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly. | H = Heavy Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. constantly. | VH = Very Heavy Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly. |

PHYSICAL DEMANDS:

| | | | | |
|--|--|--|--|----------------------------|
| C = Continuously 2/3 or more of the time. | F = Frequently From 1/3 to 2/3 of the time. | O = Occasionally Up to 1/3 of the time. | R = Rarely Less than 1 hour per week. | N = Never Never occurs. |
|--|--|--|--|----------------------------|

This is a description of the way the job is currently performed; it does not address the potential for accommodation.

| PHYSICAL DEMANDS | FREQUENCY CODE | DESCRIPTION |
|------------------|----------------|---|
| Standing | F | Customer service, training, supervision, observation, inspections |
| Sitting | F | Computer, desk work, answering telephone, driving |
| Walking | F | Facilities inspection, inter-office |
| Lifting | F | Signs, ticket boxes |
| Carrying | F | Signs, ticket boxes |
| Pushing/Pulling | F | Equipment maintenance or repair |
| Reaching | C | To/from ticket box, to/from desk to phone or computer |
| Handling | C | Signs, ticket boxes, files, reports, petty cash |
| Fine Dexterity | C | Computer keyboard, calculator, writing, counting money |
| Kneeling | F | Retrieval of petty cash from safe |
| Crouching | O | Refilling ticket dispenser |
| Crawling | N | |
| Bending | F | Resetting computer under desk |
| Twisting | N | |
| Climbing | O | Stairs |
| Balancing | N | |
| Vision | C | Computer, desk work, supervision, inspections, observations, reading, viewing traffic, filing, driving |
| Hearing | C | Telephone, co-workers, employees, administration, observations, inspections, traffic, meetings, presentations |
| Talking | C | Telephone, co-workers, employees, administration |
| Foot Controls | F | Driving |
| Other (specify) | N | |

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MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:

Computer, laser or inkjet printer, copy machine, fax machine, telephone, typewriter, calculator or adding machine, radios, parking cones, barricades, metal chains, electronic surveillance equipment, signage, Standard Microsoft Windows and Office software, Parking Scan-IT system software

ENVIRONMENTAL FACTORS:

| | | | | |
|-----------|----------------------------|-----------------------------|----------------|-----------|
| D = Daily | W = Several Times Per Week | M = Several Times Per Month | S = Seasonally | N = Never |
|-----------|----------------------------|-----------------------------|----------------|-----------|

| HEALTH AND SAFETY | | ENVIRONMENTAL FACTORS | | PRIMARY WORK LOCATION | |
|--------------------------|---|---------------------------|---|-----------------------|----|
| Mechanical Hazards | N | Dirt and Dust | D | Office Environment | X |
| Chemical Hazards | N | Extreme Temperatures | S | Warehouse | -- |
| Electrical Hazards | N | Noise and Vibration | D | Shop | -- |
| Fire Hazards | N | Fumes and Odors | D | Vehicle | -- |
| Explosives | N | Wetness/Humidity | S | Outdoors | -- |
| Communicable Diseases | D | Darkness or Poor Lighting | M | Other (see 2 below) | -- |
| Physical Danger or Abuse | N | | | | |
| Other (see 1 below) | D | | | | |

(1) Heavy Traffic

(2)

PROTECTIVE EQUIPMENT REQUIRED:

None

NON-PHYSICAL DEMANDS:

| | | | | |
|--|--|--|--|----------------------------|
| C = Continuously 2/3 or more of the time. | F = Frequently From 1/3 to 2/3 of the time. | O = Occasionally Up to 1/3 of the time. | R = Rarely Less than 1 hour per week. | N = Never Never occurs. |
|--|--|--|--|----------------------------|

| NON-PHYSICAL DEMANDS | |
|---|---|
| Time Pressures | F |
| Emergency Situations | O |
| Frequent Change of Tasks | F |
| Irregular Work Schedule/Overtime | F |
| Performing Multiple Tasks Simultaneously | F |
| Working Closely with Others as Part of a Team | F |
| Tedious or Exacting Work | F |
| Noisy/Distracting Environment | F |
| Other (see 3 below) | N |

(3)