

TITLE: <u>Parking Supervisor</u>	SALARY SCHEDULE: <u>Staff</u>	CLASS CODE: <u>SA538</u>
UNION: <u>Staff Association - Local 2071, U.A.W.</u>	SALARY GRADE: <u>10</u>	EEO CODE: <u>50</u>
	FLSA: <u>Non-Exempt</u>	E-CLASS: <u>SA</u>

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**POSITION PURPOSE**

Oversee and coordinate the operational activities of the University parking facilities to ensure secure and well maintained parking services are provided for the entire University community.

**ESSENTIAL JOB FUNCTIONS**

- Supervise and serve as work leader to a large number of Parking Facility Attendants and student and part-time support personnel. Schedule work assignments, e.g. parking lot, patrol and maintenance duties. Train in appropriate work methods and procedures.
- Collect and transfer parking revenue funds daily from parking lot locations, coin vault units and plastic gate card dispensers. Maintain appropriate records of revenues.
- Monitor and inspect all parking areas, e.g. surface lots and structures. Check for problems with lighting, spalling concrete and abandoned vehicles; maintain secure area. Operate, maintain and repair parking equipment, e.g. debit card machines and meters, Dynacount computerized vehicle tracking device and parking gates.
- Compile data and prepare reports on department operational activities. Maintain daily activity reports on numbers of vehicles using parking facilities.
- Provide assistance to University personnel, staff, students and visitors. Answer routine inquiries; direct non-routine questions to appropriate personnel.
- Perform related work as assigned.

### **ADDITIONAL COMMENTS**

This classification is designed to serve as a supervisor and/or work leader overseeing the operational activities of the University parking facilities. Work activities include scheduling and assigning subordinate personnel to parking lot, patrol and maintenance duties for four (4) structures and forty-three (43) surface lot parking facilities. Functional supervision is exercised over a large number (43) of parking facility attendants and student and part-time support staff. Supervisory responsibilities include interview, hire, review and discipline of employees. Human relations skills are critical in supervising and motivating subordinate staff and dealing with University personnel and the general public. The incumbent is expected to work evening and weekend shifts. This classification is generally assigned to the Department of Parking and Transportation Services in the Division of Business Operations. This classification reports to and receives work direction from a management level position.

### **MINIMUM QUALIFICATIONS**

- High school graduate or an equivalent combination of education and/or experience.
- Some supervisory experience.
- Extensive experience in and knowledge of parking operations.
- Some knowledge of and experience in the area of law enforcement preferred.
- Ability to work a variety of work shifts.
- May be required to obtain a Michigan concealed pistol permit license.
- The ability to communicate effectively with others is critical in supervising a large staff and dealing with University personnel and the general public.
- Typically, incumbents have worked as Parking Facility Attendants.