

Wright State University
CLASSIFIED JOB SPECIFICATION
Parking Facility Operations Supervisor

I. JOB INFORMATION

Job Title: Parking Facility Operations Supervisor (CS 05)

Job Class: 31611 FLSA Status: Non-Exempt

II. JOB SUMMARY

Under general direction inspects lots and garages for needed maintenance and signage. Reviews parking conditions and makes recommendations. Supervises and directs the parking staff.

III. PRIMARY DUTIES AND RESPONSIBILITIES

- Supervises and directs staff by assigning duties and creating work schedules. Helps to hire employees.
- Conducts parking pattern analyses and makes recommendations to help meet parking needs. Determines appropriate lots or spaces to reserve. Maintains statistics of parking space inventory of various lots.
- Audits the issuance of parking tickets, collects money and makes deposits. Documents ticket statistics.
- Inspects parking facilities for cleanliness, lighting, zoning statistics, signage. Makes recommendations for more efficient lot utilization, better lot design and safety procedures.
- Monitors traffic flow and resolves routine parking problems.
- Maintains inventory of parking equipment, supplies and uniforms.
- Assumes responsibility for the Parking Facilities operations in absence of manager.
- Oversees motorist assistance operations and assures proper safety procedures are maintained.
- Patrols parking lots in a vehicle or on foot and issues parking violations to illegally parked vehicles.
- Impounds illegally parked vehicles. Inspects impounded vehicles and documents any existing damages.

Note: This is not an inclusive list of duties and responsibilities.

IV. MINIMUM EDUCATION, EXPERIENCE, KNOWLEDGE, SKILLS, AND ABILITIES

Two years of post-secondary education and two years of (FT) related work experience OR, a high school diploma or GED and four years of (FT) related work experience. A bachelor's degree in a related field may be substituted for the required work experience. Thorough knowledge in the use of computer systems. Two years of supervisory/leadership experience. Public relations and interpersonal skills. Excellent planning and organizational skills. Ability to calculate whole numbers, decimals, and percentages.

V. WORKING CONDITIONS

There may be frequent exposure to various weather conditions. There are conditions, equipment and materials, present which require proper handling to ensure safety.

VI. WSU TESTING/EXAMINATIONS REQUIRED

None

VII. CERTIFICATIONS OR LICENSURE(S) REQUIRED*

Must possess a valid United States driver's license for at least one year and maintain eligibility to operate University motor vehicles.

VIII. JOB SERIES

31600

This specification is intended to illustrate the level of complexity and kinds of job duties that may be assigned to positions with this classification title, and should not be interpreted to describe all the duties that may be included in a job description.