



**YOUNGSTOWN
STATE
UNIVERSITY**

CLASSIFICATION SERIES:

Parking Facility Operations Occupation

CLASSIFICATION CODE/PAY GRADE:

53845/20

BARGAINING UNIT:

ACE

Parking Facility Supervisor

SERIES PURPOSE: The purpose of the Parking Facilities Operations occupation is to enforce parking rules and regulations, assist visitors with parking and proper destinations, and monitor parking facilities for dangers.

CLASS CONCEPT: The class works under direction and requires considerable knowledge of parking facilities ticketing and security policies, procedures, and general safety practices in order to supervise parking facilities attendants involved in ticketing and enforcing parking rules and regulations. Incumbents supervise parking facilities attendants, provide security, and complete related records.

JOB DUTIES: Incumbents may perform some or all of these duties or other job-related duties as assigned.

Supervises full-time and student attendants on regular shift and during special events; assigns and monitors tasks; reassigns attendants as needed; assists with problems. Coordinates and directs traffic and parking for special events.

Enforces parking rules and regulations; monitors vehicles for parking authorization; issues parking violations; inspects parking facilities. Provides information and assistance to visitors. Assists drivers with vehicle problems and responds to complaints. Coordinates and conducts training for student parking attendants.

Checks parking lots and decks for prowlers, fire, water leakage, and other potential problems.

Enforces parking rules and regulations; monitors vehicles for parking authorization; collects parking tickets and fees; provides security for parked vehicles and issues citations for parking violations; directs visitors to proper destinations and provides information to drivers.

Directs parking and traffic for special events. Assists in preparation for events and daily operations; sets up signs, cones, hoses, and other related materials.

Effective 04/12/2020

Assists in minor repairs to equipment.

Other Functions and Responsibilities: Assists with training new hires.

Performs other duties as assigned and/or required that are within the level of responsibility for this classification at the discretion of the supervisor.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of: office practices and procedures*; policies and procedures pertaining to parking facility ticketing and security; public relations; addition and subtraction.

Skill in: operation of a walkie-talkie, cash register, and computer system; verbal communication.

Ability to: deal with problems involving few variables within familiar context; carry out simple instructions; read, copy, and record figures; demonstrate physical fitness.

(*) Developed after employment.

MINIMUM QUALIFICATIONS: High school diploma or GED; one year of experience in parking facility ticketing and security procedures; demonstrated experience in public relations; valid driver's license.

REQUIRED CERTIFICATIONS, TRAINING, AND/OR LICENSURES: None

PHYSICAL REQUIREMENTS: In accordance with the U.S. Department of Labor physical demands strength ratings, this position will perform light work.

LIGHT: work involves exerting up to 20 pounds of force occasionally, or up to 10 pounds of force frequently, or a negligible amount of force constantly to move objects, requiring: (1) walking or standing to a significant degree; (2) sitting most of the time while pushing or pulling arm or leg controls; or (3) working at a production rate pace while constantly pushing or pulling materials even though the weight or the materials is negligible. (The constant stress and strain of maintaining a production rate pace, especially in an industrial setting, can be and is physically demanding of a worker even though the amount of force exerted is negligible.)

UNUSUAL WORKING CONDITIONS: May work outside exposed to all weather conditions.