

Jurisdictional City of Auburn
Class: Competitive
Adopted: 10/30/93
Revised: 10/8/02, 9/1/11

PARKING GARAGE SUPERVISOR

DISTINGUISHING FEATURES OF THE CLASS:

The work involves responsibility for supervising the activities of the staff of the City Parking Garage and Parking Meter Attendants, as well as participating in certain aspects of maintenance of the Parking Garage. The position also involves responsibility for completing general repairs to the parking meters and parking kiosks throughout the City and collecting and depositing the money. Work is performed under the general supervision of the Chief of Police. Supervision is exercised over the Parking Fee Collectors, Laborers and Parking Meter Attendants.

TYPICAL WORK ACTIVITIES:

Supervises, trains, and evaluates job performance of laborers, parking fee collectors,
and parking meter attendants;

Schedules, assigns, directs, and controls work of personnel assigned to the Municipal
Parking Department & generates payroll

Performs general maintenance to the City parking garage including snow plowing,
sealing of concrete surface, and landscaping

Performs general repairs to the City parking meters and parking kiosks and keeps work
records including recurring problems with parking mechanisms to establish best
practices and schedule repair & maintenance activities;

Coordinates and oversees events occurring in, or near city parking garage

Orders parts for meters and supplies for the parking garage;

Responds to complaints received from the general public regarding the parking garage
and/or parking meters

PARKING GARAGE SUPERVISOR – continued

Prepares & makes presentations to the public regarding the city's parking programs;
Creates a working budget for Municipal Parking Dept. and recommends parking garage improvement projects to the Chief of Police
Collects money from the parking meters and parking kiosks throughout the City,
deposits money in the bank and prepares start-up money bags for parking fee collectors,
Reports any acts of vandalism or money shortages to the police department;
Prepares and maintains records and reports related to the parking garage and overall municipal parking system operations.
Researches, prepares, and presents solutions to parking problems and is a City Representative in Parking Ticket Violation Court

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS:

Good knowledge of building maintenance and cleaning practices, supplies and equipment;
Good knowledge of the practices and procedures used in the repair of parking meters and parking kiosks;
Ability to plan and supervise the work of others;
Ability to schedule, direct and review the work of others;
Ability to make minor mechanical repairs and perform a variety of routine maintenance tasks;
Ability to count, handle, and process large amounts of money
Ability to understand and carry out oral and written instructions;
Ability to keep records and make reports;
Physical condition commensurate with the demands of the position.

PARKING GARAGE SUPERVISOR – continued

MINIMUM QUALIFICATONS: (either)

- (a) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with an Associate's degree in business or related field; or
- (b) Graduation from high school or possession of a high school equivalency diploma and two (2) years supervisory experience or four (4) years full time experience working in a parking garage;
- (c) An equivalent combination of training and experience as defined by the limits outlined in (a) and (b) above.