

Classification Specification: Parking Facility Superintendent

Classification Number: 53847 Pay Grade: _____
Effective Date: 9/27/2013 Current Exemption Status: Nonexempt

Position Summary

Supervises the parking enforcement staff. Maintains parking meters. Coordinates with other departments to plan for parking assistance at special events. Responsible for purchasing and reconciling funds collected.

Essential/Primary Duties

- Oversees parking attendant staff. Provides coaching and training and ensures that parking facility attendants are providing excellent customer service and responds to issues and complaints as needed.
- Maintains parking meters and meter collection.
- Handles purchases and reconciles the funds collected against the amount sold.
- Coordinates with departments across the University to plan for parking attendant coverage at special events.

Experience and Education

Experience

- Six months related experience required; previous supervisory experience or training required

Education

- High school diploma or GED required

Licenses/Certifications/Other

- Must have and maintain a valid driver's license and be insurable under the University's insurance

Physical Requirements

Office or other indoor work: with minimal physical demands such as occasionally lifting/moving materials less than 25 pounds.

Working Conditions

Work is generally performed in a well lit, temperature-controlled indoor environment with occasional exposure to the outdoors and/or any number of elements.

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Essential Competencies and Skills

- Knowledge of basic mathematical skills
- Knowledge of basic reading skills
- Ability to carry out verbal and/or written instructions
- Ability to effectively communicate, verbally and written
- Detailed-oriented and highly accurate
- Ability to work in changing environment
- Ability to work effectively in a team environment
- Ability to interact effectively with students, faculty and/or staff or the public and represent BGSU appropriately
- Ability to coordinate or lead others in accomplishing work activities
- Knowledge of computer skills, such as MS Office, presentations, spreadsheets and/or database entry/query
- Ability to query, run reports and modify data in financial systems
- Ability to access and maintain document imaging systems, including scanning and filing documents
- Ability to accurately receive and disburse cash whether currency, credit cards, checks or other payment forms
- Ability to operate computers and peripheral equipment such as printers
- Ability to draft office correspondence

Supervisory Responsibility

Full-Time

Security Officer and other parking personnel

Part-Time

None

Providing Direction

Full-Time

None

Part-Time

None

Responsibility for Student Workers

None