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
- 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.
## Classification Specification:
### Parking Facility Superintendent

### Essential Competencies

- 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

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<thead>
<tr>
<th>Full-Time</th>
<th>Part-Time</th>
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<tbody>
<tr>
<td>Security Officer and other parking personnel</td>
<td>None</td>
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</tbody>
</table>

### Providing Direction

<table>
<thead>
<tr>
<th>Full-Time</th>
<th>Part-Time</th>
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<tr>
<td>None</td>
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### Responsibility for Student Workers

None