

Title: Parking System Foreman
PG: 38
Status: Civil Service
Position Reports to: Traffic Operations Supervisor
Department: Public Works

Class Code: 8048
Date: 09/08

GENERAL DESCRIPTION OF CLASS:

This position involves skilled supervisory work in the operation and maintenance of the City's parking system. Work involves the supervision of parking system section employees in the routine day-to-day operation of the section. Principle duties include the operation and maintenance of the City Parking garages and surface lots, and the parking enforcement operations. Work is performed under general supervision and is reviewed on the basis of work completed. A considerable degree of independent initiative is expected of the individual in the exercise of day-to-day parking system duties.

ESSENTIAL FUNCTIONS:

1. Supervises and directs the activities and work schedules of parking system employees.
2. Supervises the collection, record keeping and deposits of cash receipts from the parking garages, lots and fines generated by parking enforcement.
3. Prepares financial and other reports related to the parking system operation.
4. Inspects and assists in the maintenance of the parking garages, surface lots, parking meters, and other related equipment.
5. Substitutes for Parking Attendants and the Parking Enforcement Officer as required.
6. Coordinates activities between the City and State Department of Motor Vehicles in the parking enforcement duties of the section.
7. Evaluates equipment needs related to the efficient operation of the Parking System. Arranges the procurement of supplies and equipment.

ADDITIONAL RESPONSIBILITIES:

1. Assists in the preparation of the Parking System Budget.
2. Performs related work as required.

KNOWLEDGE, SKILLS & ABILITIES:

1. Knowledge of standard office practices, procedures, and machines.
2. Skill in the use of common bench tools.
3. Ability to handle cash transactions, maintain financial records, and produce financial reports.
4. Ability to make and verify computations with accuracy.
5. Ability to effectively direct, interact with, and motivate Parking System employees.
6. Ability to train and evaluate performance of employees, and to communicate concerns about performance.
7. Ability to follow oral and written instructions.
8. Ability to establish and maintain effective working relationships with City employees, other agencies, and the general public.
9. Ability to do considerable walking and light manual work.

WORKING ENVIRONMENT/CONDITIONS:

Requires labor intensive work that involves a considerable amount of walking, exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

The job risks exposure to environmental conditions to include extreme temperature changes, humid, wet conditions, traffic, bright/dim light, fumes/noxious odors, dusts and pollen.

Title: Parking System Foreman

PG: 38

Status: Civil Service

Position Reports to: Traffic Operations Supervisor

Department: Public Works

The job requires normal visual acuity, and field of vision, hearing, speaking, color perception, sense of smell, depth perception, and texture perception.

Class Code: 8048

Date: 09/08

QUALIFICATIONS (EDUCATION, TRAINING AND EXPERIENCE):

1. High school diploma or its equivalent with college level courses in accounting, finance, business administration or other related field that would provide training in financial record keeping.
2. Two (2) years of supervisory experience in processing and accounting for money.
3. An equivalent combination of education and experience that is determined to be directly related to the foregoing specific requirements may be substituted.
4. Completion of City University Level one (1) or completion within twelve (12) months.
5. May be required to work overtime, or alternate hours, as necessary for the efficient operation of the department. Position may be designated as Mission Critical by Department Director.