

The University of Akron
Classification Specification

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| Job Title: | Mgr Parking Field Operations | Job Code: | 42712 |
| Job Function: | Staff | Grade: | 118 |
| Job Family: | Classified | FLSA: | Exempt |
| SOC Description: | 2000 Finance Accounting Division | Date: | 1/1/04;7/1/03 |

Job Summary:

Supervise and oversee the department's field parking operations regarding personnel, traffic flow, special events and parking problems. Coordinate maintenance for parking lot and service vehicles.

Essential Functions:

35% Supervise the field parking operation of parking facilities and direct employees in the area of traffic control, parking control and enforcement. Coordinate the hiring, discipline and assign daily work activities to employees. Provide customer service to students, employees and visitors regarding questions, problems and tickets at both the services/reception area and out in the field. Oversee the collection of all money from meters, tickets, special events. Coordinate the reconciliation of money with the Parking Office.

30% Coordinate preventive maintenance, repair and cleaning activities in all parking lots/decks performed by University and external contractors. Establish parameters for continuous lot/deck cleaning. Monitor lots/decks and schedule any required repairs with parking maintenance employees, PFOC and/or external contractors. Obtain cost for repairs and maintenance activities. Oversee the maintenance of all Parking Services road vehicles, including major/minor repairs, normal periodic maintenance and replacement when necessary.

30% Supervise Special Events Parking to include assigned employees, special events schedules, lot control, traffic control via UAPD, parking fees collection and monies reconciliation. Determine the number of employees required for each event and assign/schedule employees for locations/events.

5% Supervise the overall operation of Visitor A parking facility, including Booth Attendant, schedules/shifts, hours of operation, semester breaks, special events, and all monies collected.

Education:

Requires 18 months of education or training beyond high school.

Licenses/Certifications/Requirements:

Valid Drivers License.

Experience:

Requires a minimum of 2 years experience in parking services and maintenance. Strong customer service and problem solving skills and supervisory experience required. Basic computer and accounting skills required. Ability to interact with individuals from diverse cultural backgrounds required.

Leadership:

Direct supervision and evaluation of work as a first-line supervisor over non-exempt staff including hiring, terminating, disciplining; or functional guidance and/or project leadership over exempt staff engaged in activities of a recurring basis.

Physical Requirements:

Moderate physical effort required involving long periods of standing, walking on rough surfaces, bending and/or stooping; periodic lifting of moderately heavy items (over 25 lbs. -- 50 lbs.).

Working Conditions:

Occasional minor discomforts from exposure to less-than-optimal temperatures and air conditions. May involve occasional exposure to dust, fumes, or outside weather conditions, and/or frequent driving of a vehicle (50% or more of the time).

The intent of this classification specification is to provide a representative summary of the types of duties and responsibilities that will be required of positions given this title and shall not be construed as a declaration of the specific duties and responsibilities of any particular position. Employees may be requested to perform job-related tasks other than those specifically presented in this description. The University requires that all University employees whose assigned duties include some involvement with The University of Akron's intercollegiate athletics program, comply with all relevant NCAA Bylaws in performing their work.