

The University of Akron  
**Classification Specification**

<b>Job Title:</b>	Mgr Parking Projects	<b>Job Code:</b>	42761
<b>Job Function:</b>	Staff	<b>Grade:</b>	118
<b>Job Family:</b>	Classified	<b>FLSA:</b>	Exempt
<b>SOC Description:</b>	2000 Finance Accounting Division	<b>Date:</b>	6/13;1/04;7/03

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**Job Summary:**

Coordinate and monitor parking projects and events while interacting with all involved departments and outside agencies as required. Monitor surface lots and decks for potential repairs and coordinate with in-house departments and outside contractors.

**Essential Functions:**

35% Supervise special events parking to include attending planning meetings, maintaining an event calendar, communicating with customers and other departments. Acts as a backup for facility coordinators in running daily event operations.

20% Monitor all parking lots/decks frequently, document all potential problems/issues and provide corrective actions to Supervisor. Coordinate with University Project Managers and contractors and provide the required control for parking areas during construction projects. Maintain the parking surface lot/deck database to include project/repairs/maintenance, description and associated cost. Insure ADA minimum requirements are met in all parking areas.

20% 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.

10% Assist the Parking Director with major capital parking projects. Attend architect meetings and documents key information and issues. Coordinate resolution of issues with Capitol Projects and Facilities Planning Department. Attend construction progress meetings and follows-up on all issues related to parking functions with appropriate UA Departments and outside agencies. Monitor all project costs via coordination with UA Project Manager and Facilities Planning from start to completion through closeout.

10% Directly supervise and coordinate sign making program based on request by various campus departments.

5% Other duties as assigned by the Director.

**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 operations and/or project coordination/management as it relates to parking and/or construction. Problem solving and accounting/budgeting skills required. Computer skills to include word processing, spreadsheets and databases required. Strong customer service and communication skills required. Prior supervisory skills preferred.

**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).

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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.