

PARKING SUPERVISOR

Definition

Under direction, supervises activities in parking meter maintenance, parking control and management of the parking data bases and citation collection.

Distinguishing Characteristics

Parking Supervisor is, the first-line supervisory class in which the incumbent directs and supervises the activities of subordinates engaged in the maintenance of parking meters, collection of parking revenues, enforcement of parking codes and management of the parking data bases. The incumbent reports to the Public Works Manager.

Typical Duties

(May include but are not limited to the following)

Establishes and supervises routine maintenance programs for parking meters and collection of parking revenues.

Plans, supervises, and evaluates the work of subordinate employees; prepares employee performance evaluations; counsels employees to correct deficiencies; recommends disciplinary actions.

Supervises the enforcement of parking codes.

Supervises and participates in the maintenance of the parking citation and the parking meter data bases.

May represent or testify at adjudication hearings on behalf of the City.

Trains and instructs subordinate employees in the performance of assigned duties.

Performs related duties as required.

Knowledge, Skills, Abilities

(The following are a representative sample of the KSA's necessary to perform the duties of the class.)

Knowledge of the methods, materials, equipment, tools and practices used in the maintenance of parking meters, collection of parking revenues and enforcement of parking codes.

Knowledge of the Fresno Municipal Code, and California Vehicle Code as they relate to parking.

Ability to determine procedures from general instructions and to assign and supervise the work assigned employees.

Ability to manage and maintain computer data bases and related computer hardware.

Ability to establish and maintain effective working relationships with those contacted in the performance of duties.

Ability to prepare reports as required on parking enforcement and parking citation processing.

Ability to testify at, or represent the City in adjudication processes.

Minimum Qualifications

Thirty semester units of accredited college or university course work in public or business administration, engineering, communications, criminal justice or related field, and two years of experience in parking enforcement, parking meter maintenance, and/or collection of parking revenues, which included, or is supplemented by, one year of lead or supervisory experience. Additional qualifying experience may be substituted for the required education.

Special Requirements

Possession of a valid California Driver's License may be required. Membership in the California Public Parking Association or National Parking Association is recommended.

APPROVED: _____
Director

DATE: _____