

PARKING LOT SUPERVISOR

Function of Job:

Under general supervision of designated supervisor, to supervise assigned operation involving campus parking and lot control.

Characteristic Duties and Responsibilities:

1. Interview, hire, train, supervise, discipline, and schedule work of staff performing parking lot control duties on campus.
2. Supervise assigned operations related to parking space/lot control, including provision of appropriate staff appearance and equipment; identification of illegally parked vehicles and issuance of citations, providing information to the public; and handling special parking projects as required.
3. Advise supervisor regarding problems, unsafe lot conditions, maintenance deficiencies, signage requirements, etc.
4. Make recommendations regarding adjudication of parking tickets; issue temporary parking permits, applications and appeal forms; and accept payment for fees/fines.
5. Supervise Tow and Hold program for vehicles illegally parked on campus after revocation of privileges.
6. Be responsible for monitoring, procurement, and installation of all parking/traffic signs and parking meters.
7. Be responsible for scheduling and conducting Defensive Drivers' Course.
8. Maintain necessary records, reports, and files.
9. May assist in parking responsibilities during special programs and events.
10. May assist in supervision of Traffic Service office in times of high volume activity or as requested.
11. Be responsible for weekly collection and deposit of meter monies.
12. Operate motor vehicles, radio transmitters, receivers, and/or other tools and equipment as required.
13. Perform other related duties as assigned.

Minimum Acceptable Qualification:

1. High school graduation or equivalent and two years of related experience in public safety, including at least one year of supervisory responsibilities.
2. Knowledge of parking and traffic control practices, methods and procedures.
3. Supervisory and organizational ability.
4. Skill in the use and care of radio transmitters and receivers.
5. Sufficient strength and physical dexterity to perform duties and responsibilities of this job, including heavy lifting.
6. No criminal record other than minor traffic violations.
7. Possession of a valid driver's license for the State of New Hampshire.
8. Knowledge of campus parking and traffic rules/regulations and appropriate citation categories.
9. Knowledge of campus parking lots/areas, building locations, Administrative offices, and general campus layout.

8/1/96

System Approval

8/1/96

Effective Date

This document is a generic classification specification of the University System of New Hampshire. Its purpose is to describe the representative responsibilities and general level of complexity, and it is not a substitute for the specific job description of the individual position.