

**Franklin County Board of Commissioners
Classification Specification & Job Description**

<u>CLASSIFICATION TITLE:</u> Parking Facilities Foreperson	<u>CLASS NUMBER:</u> 30503	<u>FLSA:</u> Non-Exempt
<u>AGENCY/DIVISION:</u> Public Facilities Management	<u>JOB TYPE:</u> Full Time, Classified	<u>PROBATION PERIOD:</u> 180
<u>BARGAINING UNIT:</u> Non-Bargaining	<u>PAY GRADE:</u> N10	<u>POSITION CONTROL #:</u> 030006
<u>POSITION LOCATION:</u> 373 S High Street, Lobby, Columbus, OH 43215	<u>TYPICAL WORK SCHEDULE:</u> Monday – Friday 9:15 AM – 6:15 PM	<u>SUPERVISOR (PCN):</u> Parking Facilities Supervisor (030005)
<u>JOB TITLE (PCN) OF THOSE DIRECTLY SUPERVISED:</u> Parking Facilities Attendant/Security Assistant (030012) Parking Facilities Attendant (030007, 030008, 030009, 030010, 030011)		

CLASSIFICATION PURPOSE:

The primary purpose of the Parking Facilities Foreman classification is to assist in supervising the day- to day parking facilities' operations to include supervising assigned staff, cash collection, key card matters, and maintenance of facility and equipment.

JOB DUTIES:

Oversee, train, and assist the parking facilities supervisor with the operations of the parking facility (e.g., count cash receipts and automated teller receipts; research tickets, variances, and paperwork; cash collection; customer service; etc.). Enter payment information into the county fiscal system. Provide assistance to cashiers (e.g., maintain petty cash fund, provide change to cashiers, monitor bag money, attend budget meetings, etc.). Perform cashier duties (e.g., collect parking tickets and accurately disburse the appropriate change, process credit card transactions, etc.). Assist supervisor with record retention to ensure records are in compliance with state and federal standards pursuant to a public records request. Update the parking waitlist for key cards and assist Fiscal Division in key card matters. Take money and distribute key cards.

Participate in servicing equipment, overseeing maintenance of equipment, tools, and spare parts, and inspecting facilities for maintenance of building fabric and equipment for cleanliness. Assist in the hiring process. Resolve problems related to workspace, ergonomics, and interpersonal problems. Assist in office work assignments (e.g., responding to correspondence, filing, performing paperwork, answering electronic mail, organization, etc.). Provide additional support to direct management as needed. Maintain regular and predictable attendance.

These duties are illustrative only and you may perform some or all of these duties or other job-related duties as assigned.

MAJOR WORKER CHARACTERISTICS:

Knowledge of bookkeeping; workforce planning; employee training and development; lead work; public relations; safety practices; agency policy and procedures. Skill in equipment operation. Ability to deal with problems involving few variables in familiar context; define problems, collect data, establish facts and draw valid conclusions; add, subtract, multiple and divide whole numbers; calculate fractions, decimals and percentages; recognize safety warnings; complete routine forms; maintain accurate records; work alone on most tasks; establish friendly atmosphere as supervisor of work unit.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Any equivalent combination of relevant training and experience including but not limited to: High School diploma or GED, with three (3) years of public facilities or related experience.

Additional Requirements

No special license or certification is required.

Supervisory Responsibilities

Ability to assign, review, plan, and coordinate the work of other employees, to provide instruction to other employees, to maintain department standards, to recommend the discipline or discharge of other employees, to act on employee problems, and to recommend the transfer, promotion, or salary increase of other employees.

UNUSUAL WORKING CONDITIONS:

May be required to wear personal protective equipment (PPE) to perform duties.

Acknowledgement of Receipt:

I acknowledge that I have received a copy of my position description and can perform the essential functions of the job duties as described in the position description.

Employee Name

Employee Signature

Date

Franklin County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the county will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Effective Date: _____