

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

CLASSIFICATION TITLE: Parking Facilities Supervisor	CLASS NUMBER: 30504	FLSA: Non-Exempt
AGENCY/DIVISION: Public Facilities Management	JOB TYPE: Full Time, Classified	PROBATION PERIOD: 180
BARGAINING UNIT: Non-Bargaining	PAY GRADE: N15	POSITION CONTROL #: 030005
POSITION LOCATION: 373 S High Street, Lobby, Columbus, OH 43215	TYPICAL WORK SCHEDULE: Monday – Friday 7:00 AM – 4:00 PM	SUPERVISOR (PCN): Deputy Director, Support Services & Finance (030002)
JOB TITLE (PCN) OF THOSE DIRECTLY SUPERVISED: Parking Facilities Foreperson (030006)		

CLASSIFICATION PURPOSE:

The primary purpose of the Parking Facilities Supervisor classification is to direct the operations of the parking facilities including budget, cash collections, facilities maintenance, customer service, and supervision of assigned staff.

JOB DUTIES:

Supervise and direct the day-to-day operations of staff in the parking garages and surface lots. Prepare and establish schedules, train staff, interview, discipline, reviews and approve leave time and leave forms, and perform performance appraisals. Prepare daily deposits of parking garage revenue, enter payment information into county fiscal system, and print-out reports. Maintain control of petty cash fund for refilling auto-cashier change hoppers. Replenish funds as needed and provide change to the cashiers. Assist in budget administration and preparation. Make purchase order requests, monitor purchase order usage, and close-out purchase orders when completed. Approve or delegate approval for expenditures for materials and serve and coordinate with others for capital and building maintenance expenditures. Decide on what vendor to use. Coordinate and communicate with vendors for fiscal documents, problems with orders, or payments. Oversee record retention program to ensure records are maintained to state and federal standards.

Responsible for records, documents, updating the database, generating reports, responding to maintenance problems, and overseeing use of maintenance equipment, tools, and spare parts. Inspect parking garage facilities for cleanliness and proper equipment operation. Handle public problems and complaints regarding parking issues both verbally and in writing. Assist assigned project manager in scheduling skilled trades or vendors to correct a problem. Perform general office work (e.g., paperwork, filing, records maintenance, supply inventory, mail, cash register issues, etc.). 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 inventory control; supervision; safety practices; public relations; office practices and procedures; agency policy and procedures. Skill in word processing; equipment operations. Ability to define problems, collect data, establish facts and draw valid conclusions; add, subtract, multiply and divide whole numbers; calculate fractions, decimals and percentages; recognize safety warnings; complete routine forms; maintain accurate records; cooperate with coworkers on group assignments; answer routine face-to-face or telephone inquiries from the general public.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Any equivalent combination of relevant training and experience including but not limited to: High School diploma or GED, plus three (3) years of parking facility 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 issues, 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