



**Position Title:** Parking Garage Specialist  
**Reports To:** Chief of Public Safety  
**Department:** Public Safety  
**Prepared By/Date:** Donna French/06-21-2011  
**Approved By/Date:** Judy Schmelzer/06-22-2011  
**Revised:**

**Job Code:** 4921-00E  
**Job Group:** SNE  
**Salary Grade:** 11  
**FLSA Status:** Non-Exempt

**Summary:**

This position is responsible for scheduling and supervising all garage personnel, and ensuring efficient day-to-day operations of parking lots and facilities.

**Essential Duties and Responsibilities:**

- Monitors customer service in all parking facilities and lots
- Provides access to and traffic control within parking garage during open college hours and during dignitary visits
- Works with Attendants to prevent traffic jams inside the Garage
- Collaborates in the screening process of new applicants for Parking Garage attendant positions, full time and part time
- Schedules garage personnel for all shifts to ensure round the clock coverage of the parking garage and lots
- Schedules and supervises PBX Operator Personnel
- Checks all reports concerning security, vandalism, and theft as it relates to parking facilities
- Prepares monthly odometer reports for College-owned vehicles assigned to Wolfson Campus
- Answers telephone calls
- Provides routine information to faculty, staff and the public
- Supervises vehicle reservation process and oversees the vehicle logs
- Safeguards grounds, buildings, materials, and equipment against fire, theft, trespassing and other hazards
- Schedules maintenance of college fleet vehicles and electric vehicles (golf carts)
- Collaborates with the Chief of Public Safety and Staff Associate, Sr. for purchase recommendations, and scheduling of maintenance for parking facilities and access equipment
- Refers special parking permits, VIP parking requests, and signage for special events to upper management
- Performs other duties as assigned

**Knowledge, Skills and Abilities:**

- Knowledge of Microsoft Office software and other computer applications
- Possesses strong organizational and communication skills
- Ability to maintain effective interpersonal relations with student, faculty and administration
- Ability to work a flexible schedule to include evenings and weekends
- Ability to work well in a multi-ethnic and multi-cultural environment with students, faculty and staff

**Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the noise level in the work environment is usually moderate to loud.

**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand and reach with hands and arms. The employee is regularly required to use hands to finger, handle, or feel objects, tools, or controls; and talk or hear. The employee is occasionally required to sit and walk for long hours, both indoors and out under varying weather conditions. Must possess physical strength.

The employee must occasionally lift and/or move up to 10 pounds.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

**Essential Personnel:**

This function/position has been designated as "essential." This means that when the College is faced with an institutional emergency, employees in such positions may be required to remain at their work location or to report to work to protect, recover and continue operations at the College.

**Minimum Requirements:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

- High School diploma or equivalent from a locally accepted accredited institution and five (5) years of experience in parking garage management which includes two (2) years of supervisory experience; or an Associate's degree and three (3) years of related experience

**ACKNOWLEDGEMENT**

I have read and acknowledge receipt of a copy of my job description.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name