

**Career Service Authority**

***Parking Operations Crew Supervisor***

Revised Date                      09/16/95  
Revised By                         Shirley Nikkel  
FLSA Code                         Non-Exempt  
Est. Date                         09/16/95

---

***General Statement of Duties***

Supervises a crew and overhauls, rebuilds, and repairs parking meters and supervises a crew that collects money from parking meters.

***Essential Duties and Knowledge, Skill, and Ability Requirements***

1. Plans. Schedules, coordinates, and assigns work and establishes goals and priorities for subordinate employees.
  - *Knowledge of supervisory theories and methods sufficient to be able to perform a variety of supervisory functions*
2. Reviews work upon completion for adherence to guidelines and standards.
  - *Skill in reviewing work for accuracy and completeness*
3. Resolves problems encountered by employees during the course of the assignment.
  - *Skill in analyzing and resolving problems related to the work assignment.*
4. Develops and implements staff training and development plans to provide cross training of employees, specific job related training, and other approaches to provides opportunities for staff flexibility and development.
  - *Skill in applying the principles of staff development to provide staff training and cross training.*
5. Implements and interprets policies and procedures developed by higher level managers or supervisors. Assists in developing, recommending and coordinating the implementation of new procedures for the assigned functions or unit.
  - *Skill in developing and implementing policies and procedures related to the work assignment.*

6. Implements safety standards and develops procedures to ensure compliance.
  - *Knowledge of safety practices and precautions sufficient to be able to supervise, train, and provide safety instructions to subordinates and others and to recognize and correct hazardous situations.*
7. Delegates responsibility and authority to subordinate staff.
  - *Knowledge of supervisory theories and methods sufficient to be able to perform a variety of supervisory functions.*
8. Develops, the performance evaluation program for functions within the unit, monitors and documents employee performance, provides ongoing feedback regarding levels of performance, and formally evaluates employees in relation to performance.
  - *Knowledge of supervisory principles and practices sufficient to be able to establish and implement subordinates' performance evaluation programs.*
9. Receives formal and informal grievances and conducts preliminary discussions for settlement when necessary.
  - *Knowledge of conflict resolution techniques sufficient to be able to arbitrate and/or resolve conflicts as they arise.*
10. Initiates and recommends disciplinary action for employees as necessary.
  - *Knowledge of supervisory principles and practices sufficient to be able to determine the most appropriate course of action in handling grievances and discipline for subordinate staff.*
11. Participates in the interview and selection process for positions reporting directly to this position.
  - *Knowledge of interviewing techniques sufficient to be able to select and hire appropriate personnel for positions.*
12. Participates in parking meter repair and maintenance.
  - *Skill in repairing and maintaining parking meters.*
  - *Skill in exercising initiative judgment and decision making in solving problems and meeting organizational objectives.*
  - *Skill in independently adapting, interpreting and applying written guideline, precedents, and standardized work practices to a variety of unprecedented and problematic situations.*

13. Schedules routes, develops security measures, monitors the collection and deposit of money from parking meters.
  - *Knowledge of supervisory theories and methods sufficient to be able to perform a variety of supervisory functions.*
  - *Skill in analyzing work functions and developing methodologies to ensure effective and efficient completion of the work assignment.*
  - *Skill in reviewing work functions to ensure effective and efficient completion of the work assignment.*
14. Maintains records and prepares daily activity reports.
  - *Skill in maintaining and organizing files, records and documents.*
  - *Skill in filling out forms and completing paperwork relative to the work assignment.*
15. Performs other related duties as assigned or requested.

*Any one position may not include all of the duties listed. However, the allocation of positions to this class will be determined by the amount of time spent in performing the primary duties listed above.*

## ***Job Requirements***

### **Level of Supervision**

Supervises two or more employees who do not supervise.

### **Guidance and Decision Making**

Guidelines are generally but not always clearly applicable, requiring the employee to exercise judgment in selecting the most pertinent guidelines in order to interpret precedents, adapt standard practices to differing situations and recommend alternative actions in unprecedented situations. Work assignment is performed within an established framework under general instructions. Employee is responsible for determining time, place and sequence of actions to be taken. Unusual problems or proposed deviations from guidelines, practices or precedents may be discussed with supervisor before being initiated. Completed work is generally reviewed for soundness of judgment, conclusions, adequacy and conformance to policy.

### **Interpersonal Communications**

Contacts with public or employees where explanatory or interpretive information is exchanged, gathered and presented.

**Physical Demands**

Standing: remaining on one's in an upright position.  
Walking: moving about on foot  
Lifting: raising or lowering an object from one level to another.  
Carrying: transporting an object, usually by hand, arm, or shoulder  
Balancing: maintaining body equilibrium to prevent falling over.  
Stooping: bending the body by bending spine at the waist.  
Kneeling: bending legs to come to rest on one or both knees.  
Crouching: bending body downward and forward by bending legs.  
Reaching: extending the hand (s) and arm (s) in any direction.  
Handling: seizing, holding, grasping, or otherwise working with hand (s).  
Fingering: picking, pinching, or otherwise working with fingers.  
Eye/hand/foot coordination: performing work through using two or more.

**Physical Strength**

Lifting: raising or lowering an object 10-25 pounds.

**Vision Requirements**

Far Acuity: ability to see clearly at 20 feet or more.  
Near Acuity: ability to see clearly at 20 inches or less  
Depth Perception: ability to judge distances and space relationships.  
Field of Vision: ability to see peripherally.  
Color Vision: ability to distinguish and identify different colors.

**Mental Demands**

Mathematical Reasoning  
Memorization  
Oral comprehension  
Spatial Orientation

**Environmental Conditions**

Extreme Cold: temperature cold enough to cause marked bodily discomfort.  
Extreme Heat: temperature hot enough to cause bodily discomfort.  
Temperature Changes: variations in temperature from hot to cold .  
Wet: frequent contact with water or other liquid.  
Noise: sufficient to cause distraction or possible hearing loss.

**Minimum Education**

Graduation from high school or possession of a GED Certificate required.

**Minimum Experience**

Two years of experience as a member of a crew performing repair and maintenance of parking meters or small mechanical mechanisms.

**Equivalency**

Additional appropriate education may be substituted for one year of the minimum experience requirement.

**Licensure and Certification**

Possession of a valid Colorado Class "R" Driver's License at the time of application.  
Completion of a Career Service Authority supervisory training course prior to completion of the probationary period