

Career Service Authority
Parking Operations Superintendent

Revised Date
Revised By Monika S. MacRossie
FLSA Code Exempt
Est. Date 09/16/95

General Statement of Duties

Directs and supervises the Facility Operations unit of the Parking Management Division.

Essential Duties and Knowledge, Skill, and Ability Requirements

1. Supervises the work of subordinate supervisors and staff involved in meter installation and repair, coin collection, parking lot equipment maintenance and parking garage maintenance.
 - *Knowledge of supervisory theories and methods sufficient to be able to perform a variety of supervisory functions.*
2. Maintains a preventive maintenance program for major parking garage systems including heating, ventilation, air conditioning (HVAC), exhaust fans, fire alarms and lights
 - *Knowledge of preventive maintenance sufficient to be able to perform a variety of duties related to the work assignment.*
3. Inspects the garage of the Denver Center for Performing Arts (DCPA) to ensure the facility's cleanliness and ensure the operation of the HVAC systems, neon signs and revenue control equipment.
 - *Skill in reviewing work functions to ensure effective and efficient completion of the work assignment.*
4. Approves and signs requisitions necessary to maintain and improve parking facilities.
 - *Skill in filling out forms and completing paperwork related to the work assignment.*
5. Develops specifications, examines bids and monitors contract for services rendered by outside entities.

- *Skill in monitoring contracts and ensuring compliance with contractual agreements.*
- 6. Complies, documents and monitors parking meter and parking garage revenues.
 - *Skill in exercising a high degree of initiative, judgment, discretion and decision making to integrate organizational priorities, meet deadline, and achieve objectives.*
- 7. Determines the priorities, goals and objectives of the division or work functions assigned.
 - *Skill in analyzing work functions and developing methodologies to ensure effective and efficient completion of the work assignment.*
- 8. Develops and monitors work teams or units and assigns staff to efficiently and effectively accomplish the division's goals and objectives.
 - *Skill in analyzing work functions and developing methodologies to ensure effective and efficient completion of the work assignment*
- 9. Develops and manages the budget for the division or work functions and allocates funds within the budget to accomplish objectives
 - *Knowledge of budgeting procedures and requirements sufficient to be able to administer a budget to accomplish division objectives.*
- 10. 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.*
- 11. Develops and ensures the implementation of staff training and development programs which provide opportunities for individual employee growth, continuity of work flow during employee absences and long range development of employees.
 - *Knowledge of employee development principles and practices sufficient to be able to ensure the long range success of the organization by incorporating cross training, delegation, mentoring, job specific training, and other principles into the daily work of the organization.*
- 12. Directs the developments of performance evaluation standards for functions managed within the guidelines set by top management. Formally evaluates the work of directly subordinate supervisors and/or staff.

- *Knowledge of supervisory principles and practices sufficient to be able to establish and implement subordinates' performance evaluation programs.*

13. 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 one or more first level supervisors and employees who do not supervise.

Guidance and Decision Making

Guidelines are generally in the form of stated objectives only, with issues and factors largely undefined. Requires creatively and ingenuity in devising criteria, techniques, and methodologies for approaching previously unexplored or resolved problems or situations. Work assignment is generally unstructured and employee is responsible for supervising a variety of units involved in complex and non-standardized tasks in which several projects may be pursued concurrently. Duties performed involve many factors to be evaluated and weighed, requiring a high degree of analytical ability, judgment, and decision making. Work may be reviewed for soundness of judgment and conclusions by an agency manager.

Interpersonal Communications

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

Physical Demands

Walking: moving about on foot.

Sitting: remaining in the normal seated position

Carrying: transporting an object, usually by hand, arm, or shoulder.

Fingering: picking, pinching, or otherwise working with fingers.

Talking: expressing or exchanging ideas by means of spoken words.

Hearing: perceiving the nature of sounds by the ear.

Repetitive motions: making frequent movements with a part of the body.

Eye/hand/foot coordination: performing work through using two or more.

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 distance and space relationships
Field of Vision: ability to see peripherally
Accommodation: ability to adjust vision to bring objects into focus
Color Vision: ability to distinguish and identify different colors.

Mental Demands

Oral Comprehension
Written Comprehension

Environmental Conditions

Noise: sufficient noise to cause distraction or possible hearing loss

Working Conditions

Exposed to hazards from electro/mechanical/power equipment
Pressure due to multiple calls and inquiries
Subject to many interruptions

Minimum Education

Graduation from high school or possession of a GED Certificate plus eighteen (18) semester hours of directly related management course work from an accredited college or university which must have included management, personnel, performance evaluation, business communication and report writing.

Minimum Experience

Three years of supervisory experience in electrical or mechanical maintenance.

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.