

The University of Akron
Classification Specification

Job Title:	Coord Parking Facilities	Job Code:	80453
Job Function:	Staff	Grade:	115
Job Family:	Bargaining Unit	FLSA:	Non-Exempt
SOC Description:	2000 Finance / Accounting Division	Date:	2/5/14

Job Summary:

Assist manager with overseeing the operation of parking facilities. Resolve traffic flow and parking problems. Coordinate and/or perform parking lot maintenance. Assist with sign repair and installation.

Essential Functions:

50%-60% Supervise the operation of parking facilities and direct employees in the performance of duties pertaining to special event parking, money collection, traffic control, and parking control.

25%-35% Coordinate and/or perform parking lot maintenance and assist with determining the need for signage or layout changes.

10%-20% Collect money from meters, tickets, and special events.

10%-15% Respond to complaints or questions pertaining to traffic flow and parking problems.

5% Maintain computerized records of parking tickets and oversee enforcement operation.

Education:

Requires 18 months of education or training beyond high school.

Licenses/Certifications/Requirements:

Valid Drivers License.

Experience:

Requires a minimum of 1 year experience in parking service along with supervisory skills. Knowledge of maintenance and strong customer service skills required. Ability to interact with Basic computer skills including word processing, spreadsheet, and database capabilities. Basic accounting skills required.

Leadership:

Responsible for directing and monitoring the work of student and/or temporary workers.

Physical Requirements:

Moderate physical effort required involving long periods of standing, walking on rough surfaces, bending and/or stooping; periodic lifting of moderately heavy items (over 25 lbs. -- 50 lbs.).

Working Conditions:

Occasional minor discomforts from exposure to less-than-optimal temperatures and air conditions. May involve occasional exposure to dust, fumes, or outside weather conditions, and/or frequent driving of a vehicle (50% or more of the time).

The intent of this classification specification is to provide a representative summary of the types of duties and responsibilities that will be required of positions given this title and shall not be construed as a declaration of the specific duties and responsibilities of any particular position. Employees may be requested to perform job-related tasks other than those specifically presented in this description. The University requires that all University employees whose assigned duties include some involvement with The University of Akron's intercollegiate athletics program, comply with all relevant NCAA Bylaws in performing their work.