

The University of Akron  
**Classification Specification**

<b>Job Title:</b>	Parking Facilities Maintenance Shift Leader	<b>Job Code:</b>	45287
<b>Job Function:</b>	Staff	<b>Grade:</b>	115
<b>Job Family:</b>	Classified	<b>FLSA:</b>	Non-Exempt
<b>SOC Description:</b>	5000 Facilities Management Division	<b>Date:</b>	11/10

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**Job Summary:**

Assist manager with overseeing the operation of parking facilities. Oversee third shift parking facilities maintenance/cleaning operations as outlined by the manager and Director.

**Essential Functions:**

70% Coordinate and perform parking lot maintenance. Assist with determining the need for signage or layout changes.

30% Supervise the operation of parking facilities and direct employees in the performance of duties pertaining to special event, traffic control and parking control.

**Education:**

Requires high school diploma or GED.

**Licenses/Certifications/Requirements:**

Valid Drivers License

**Experience:**

Requires a minimum of one year experience in facilities/custodial activities along with supervisory skills. Knowledge of maintenance and strong customer service skills required. Basic computer and accounting skills required, including word processing and spreadsheet.

**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).

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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.