

# PARKING RAMP SUPERVISOR

## DEFINITION

Under general supervision, to lead personnel and manage the operation of a large, metered parking ramp; provide staff support to the Highway and Transportation Committee; and to do related work as required.

## EXAMPLES OF DUTIES

Maintenance and operation of a large, metered parking ramp, perform lead work over regular and temporary employees including assigning and monitoring work and making decisions on hiring, probations, performance evaluations, discipline, adjustment of grievances; make reports of revenues, accounts for and deposits cash collections, develop and submit annual budget requests; administer budget; monitor parking by County employees; arrange for major ramp repair through Public Works Department; patrol ramp checking for violations and vandalism, collect fees and issues tickets; direct parking meter repair; directs snow and ice clearing and removal; direct maintenance and servicing of power equipment; deal with the public concerning complaints, violations, locating misplaced autos and making change for meters.

## EMPLOYMENT STANDARDS

Education and Experience: Any combination equivalent to graduation from high school and two years of work experience in varied mechanical repairs or parking facility operations including experience in a lead worker capacity.

Knowledge, Skills and Abilities: Knowledge of the policies, practices and regulations involved in the operation of a public parking facility; knowledge of motor vehicle law; knowledge of electrical systems, vehicles and parking meters; knowledge of personal computer applications involving word processing, spreadsheet and access data software; knowledge of principles and practices relating to personnel administration, budgeting, purchasing and electronic data processing applications; ability to apprehend violators and enforce regulations; ability to plan, schedule and supervise the work of parking facility workers and of repair work; ability to direct and perform parking meter repair; ability to prepare budget requests, revenue reports and to account for cash collections; ability to maintain an effective relationship with supervisors, employees and the public; ability to operate motorized equipment, including snow removal equipment.

Special Requirement: Must possess or be eligible for a valid Wisconsin class "A" commercial driver's license. Must provide own set of hand tools. Safety shoes are required, plus, eye, ear and glove protection when job dictates it.