



The City Beautiful

City of Coral Gables Job Description

Job Title: Parking Superintendent
Department: Parking
Classification: 0715
Pay grade: 24E
FLSA: Exempt

Prepared Date: 9/05
Approved By:
Approved By:

Summary

Performs supervisory and technical work in the planning, designing, installation, maintenance, and/or enforcement of on street and off street parking regulations. Manages day-to-day activities within various disciplines of municipal parking operations. Responsibilities include but are not limited to: human resources issues, staffing development, equipment, maintenance, acquisition, procurement, training, budget preparation, and the accountability for revenues and expenses. Develops, implements, and updates policies and procedures to ensure consistent application of on street and off street parking operations and regulations.

Essential Duties and Responsibilities

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification.

Supervises the activities and personnel of the Parking Department including the responsibilities of the Enforcement and Parking Garage Maintenance Divisions.

Screens, hires, trains, schedules and counsels employees.

Utilizes problems resolution skills by dealing effectively with the public especially people who have lodged complaints regarding parking violations.

Ensures the supplies and parts are properly ordered and maintained.

Ensures the parking meters are repaired, overhauled or replaced as needed.

Arranges for the placement of signage, meters and posts.

Prepares correspondence, reports and maintains files of such correspondence.

Designs and implements appropriate training programs and trains new employees.

Supervises the collection of monies. Determines collection routes and maintains appropriate records.

Assists the Director with the budget preparation.

Conforms with and abides by all regulations, policies, work procedures and instructions.

Conforms with all safety rules which includes wearing and using all appropriate safety equipment.

Performs other related tasks as required.

Knowledge, Skills, and Abilities

Extensive knowledge of the basic principles, practices, and techniques of traffic and parking regulations. Knowledge of advanced arithmetic computations. Ability to establish and enforce safety standards and/or safe operating procedures. Ability to communicate effectively both written and verbally. Ability to establish and maintain effective working relationships with employees, other agencies, and the public. Knowledge of the installation, repair and tools used in the repair, maintenance, overhaul and rebuilding of parking meters and their timing devices as needed. Knowledge of state, city, county and municipal laws pertaining to parking operations and violations is essential. The incumbent must have the ability to successfully implement, problem solving skills when communicating with the public. Good written and oral communication skills are required. The ability to delegate and use independent judgment is required.

Physical Requirements

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of telephone and personal contact as normally defined by the ability to see, read, talk, sit, stand, hear, use hands to fingers, handle, feel or operate objects, read and write English. Physical capability to effectively use and operate various items of office equipment; such as but not limited to a personal computer, calculator, copies and fax machines.

Work is predominately indoors with little to moderate noise level. Occasionally required to work outdoors during field supervision. Exposure to extreme temperatures and weather conditions are common. Must be able to lift up to 45 pounds. Some reaching, handling, carrying, and bending may be required.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Minimum Education and Experience

Any combination of education and experience equivalent to graduation from high school.

Five (5) years of supervisory experience in the maintenance and repair of parking meters, traffic engineering or related areas is necessary.

Ability to supervise the work of others in a manner conducive to full performance and high morale.

Valid Florida Driver's License