Supervisor, Parking Facilities Maintenance

Job Code 50008606

General Description
Responsible for the planning and directing of parking facilities, maintenance repair, grounds keeping, and fleet maintenance.

Examples of Duties
Monitor condition of all parking areas.
Coordinate repair and maintenance projects related to the grounds and fleet maintenance.
Track expenditures and monitor budget related to repair and maintenance projects.
Supervise clean-up and minor painting/repair projects in parking areas.
Schedule, supervise, train and evaluate staff.
Supervise mowing/trimming of green areas adjacent to parking areas.
Monitor condition of UPD and Parking Services fleet and coordinate repair and maintenance.
Inspect lighting in parking areas and coordinate repair/replacement.
Maintain logs/records related to operations, maintenance, and purchase of vehicles and equipment.
Coordinate the purchase, inventory, and maintenance of related equipment and supplies.
Interview job applicants; make hiring recommendations; perform disciplinary actions.
Perform preventative maintenance on computers and networks
Perform other duties as assigned.

Knowledge, Skills, and Abilities
Knowledge of:
- Parking related facilities; lighting fixtures & poles related to parking areas; tools related to painting & grounds maintenance; general operating/mechanics of vehicles; University parking rules and regulations; University policies in hiring and discipline; computers.
Skill in:
- Supervising staff and interacting with others departments; dealing with complaints; working as a team member; establish rapport with a variety of people; problem solving and decision making.
Ability to:
- Read technical materials, rules and regulations, reports, proposals, policies, and operation manuals; prepare and maintain records, reports, time logs, proposals, purchase requests, budgets, and schedules; perform basic math; read and understand instructions; prioritize workload of self and others; conducting training for employees.

Education and Experience
To qualify for this classification, an individual must possess any combination of experience and education that would likely produce the required knowledge, skills, and abilities.

Other Requirements
Revised 09/27/2012