

**USF Job Class Description**

JOB CODE: 6365
JOB TITLE: Parking Services
Supervisor
PAY PLAN: 23
CAREER BAND: D
FLSA: Non Exempt
CBU : 37

Job Title: Parking Services Supervisor

Job Summary

A Parking Services Supervisor supervises and prioritizes the work of staff within Parking Services.

Nature of Work

This position typically reports to a Manager Parking & Transportation Operations, or similar supervisory or management position. This position is responsible for the hiring, training and supervision of USPS and OPS parking staff. The primary purpose of this position is to ensure the smooth and continuous flow of transportation services on campus.

Examples of Duties

The following list provides examples of the most typical duties for positions in this job class. Individual positions may not include all of the examples listed, nor does the list include all of the work that may be assigned to positions in this job class.

- Plans, organizes and directs operations and work activities of various sections within the department to include permits, appeals, and enforcement through day-to-day contact with subordinate supervisors.
- Reviews, researches, develops and recommends revisions to university wide registration, appeals and enforcement procedures, regulations and programs dealing with parking and transportation.
- Analyzes and incorporates state codes into university policies and regulations and ensures communication of changes through publications.
- Provides information and consultation to the director on operating costs and budget planning for activities such as parking lot repair and meter repair and maintenance.
- Informs university department representatives of parking problems, changes to signs or availability of space.
- Adjudicates grievances of applicants dissatisfied with appeals determinations and defends determinations before the parking hearing board if necessary.

- Conducts utilization studies of parking spaces and lots by preparing data collection forms, deciding on areas for study, assigning personnel to collect data and analyzing data to determine peak usage and average usage times.

Minimum Qualification Requirements

This position requires a high school diploma or equivalent, with five years of experience OR, Any equivalent combination of experience and/or education from which comparable knowledge, skills, and abilities have been achieved.

Special Working Conditions

This position may be exposed to inclement weather since some of the work is done outdoors. Working conditions may include restricted movement and travel. In addition, this position may be required to come into work on weekends, holidays and in emergency situations (i.e., may be subject to “on-call” responsibilities).