

**USF Job Class Description**

JOB CODE: 8402  
JOB TITLE: Sr. Parking Enforcement  
Specialist  
PAY PLAN: 23  
CAREER BAND: B  
FLSA: Non-exempt  
CBU : 31

**Job Title: Sr. Parking Enforcement Specialist**

**Job Summary**

Sr. Parking Enforcement Specialist primary purpose is to enhance mobility and access to, form and within the University Community by conducting onsite supervision of Parking Enforcement Specialist in the field insuring that USF parking Rules, Regulations and Procedures are properly enforced in accordance with policies.

**Nature of Work**

This position typically reports to a Parking Supervisor, or other appropriate supervisory or management position. This position requires prior experience in a customer service, security, or parking environment. This job requires physical abilities such as trunk strength, manual dexterity, and wrist-finger movement in order to perform the essential functions of the position. This position receives supervision in the form of parking areas to be patrolled, special events to work, and tasks to be completed, which are assigned by the Supervisor. This position performs the duties of the job within specific guidelines, USF policies, and departmental procedures.

This position comes into contact with co-workers, his/her supervisor and may also come into contact with students, visitors, faculty and staff members during the course of his/her shift. This position requires intermediate-level customer service skills in dealing with angry and disgruntled customers and potential emergency situations.

**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.

- Acts as on site supervision for Campus Parking Patrollers.
- Responds to inquiries and incidents.
- Insures that parking rules, regulations and procedures are properly enforced.
- Performs duties of campus parking patrol including but not limited to: enforcing parking rules, issuing citations, motorist assistance and special event work.
- Assign Campus Parking Patrols to insure coverage is met and productivity is maximized.
- Communicates with dispatcher/central parking office to answer emergency calls and respond to other traffic situations.

**Minimum Qualification Requirements**

This position requires a high school diploma and two years of directly related experience in customer service, security, or traffic control. A valid Florida Driver's License may be required to operate a motorized vehicle such as a golf cart.

**Special Working Conditions**

This position will be exposed to inclement weather since most of the work is done outdoors. 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).