

Middletown, CT Job Description

Classification Title	Parking Operations Manager
Job Code	
Department	Parking Department
Union Group	AFSCME 466
FLSA Status	
Pay Grade	

PURPOSE OF POSITION

The purpose of this position is to assist the Director in overseeing and monitoring city parking lots and on-street parking. ~~the daily operations of the Department of Parking. All duties are performed under the direction of the Director of Parking.~~

ESSENTIAL DUTIES & RESPONSIBILITIES

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Employees may be requested to perform job-related tasks other than those specifically presented in this description.

- ~~• Works to create and leverage positive working relationships with all appropriate parking vendors, community members and constituencies and assists the Director with special parking related projects. May represent the Director of Parking for various enforcement or collection needs or coverage. May assume responsibilities of the Director in his/her absence.~~
- Monitors daily lot control and collection systems. ~~;~~ pPerforms any necessary maintenance of parking control, security or collection systems. Collects money from parking lot stations. Oversees parking meter collection. ~~;~~ creates necessary system reporting to support department initiatives.
- Performs maintenance and system repairs and trouble shooting of sensitive computerized meters, sensors and other ticketing equipment.
- ~~• May participate in parking lot and street layout and implementation plans; and design and layout potential for meter installations and lot configurations.~~
- Works with city departments to plan and execute parking services, special events or enforcement needs.
- Prepares a variety of reports and correspondence as directed from a variety of parking operating systems.
- Responsible for maintenance of Monitors security feeds from nearly 120 cameras City-wide. and hHandles follow-up parking incident retrievals for Police Department needs.

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- Maintains inventory of parts and supplies needed for meter repairs; ~~may fix meters and systems as required.~~
- Assists with the weekly collections and deposit process; ~~works with appropriate city departments, including~~ Finance ~~department,~~ to make appropriate accountings of revenues, expenses, deposits and other transactions.
- ~~• Assists the Director with department budget preparation.~~
- ~~• May respond to emergencies as needed, and may have on-call responsibilities.~~
- ~~• Executes special parking related projects, as needed.~~
- Perform other related duties as assigned.

MINIMUM JOB QUALIFICATIONS

Education and Experience

High school diploma or equivalent ~~and at least two years of experience. with five years of related experience; or any combination of education and experience that provides equivalent knowledge, skills and abilities.~~

Appropriate education substitutions can be made.

PREFERRED QUALIFICATIONS

Technical School.

KNOWLEDGE, SKILLS, and ABILITIES

- ~~Requires the a~~Ability to work with simple databases and positively manipulate such data for report purposes and must have the ability to integrate latest parking technologies into daily performance.
- ~~Requires the a~~Ability to process, calculate, compute, summate, and/or tabulate data and/or information. Includes the ability to perform subsequent action in relations to these computational operations.
- ~~Requires the a~~Ability to provide guidance, assistance and/or interpretation to co-workers, members of the public and others, on how to apply policies, procedures and standards to specific situations.

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- ~~Requires the a~~Ability to utilize a wide variety of reference and descriptive data and information such as parking tickets, violation notices, status reports, receipts and general operating manuals.
- ~~Requires the ability to communicate orally and in writing with supervisor, parking patrons and the public. Must possess mechanical skills~~
- ~~Requires the ability to perform addition, subtraction, multiplication and division; calculate percentages and decimals. Ability to operate and maneuver through Security Camera program~~
- ~~Knowledge of finance reporting~~
- ~~Ability to R~~elate to and interact with a non-traditional and diverse student and employee population
- ~~Ability to W~~ork independently
- ~~Ability to R~~ead, analyze, and interpret standards, policies, procedures, and regulations
- ~~Ability to D~~evelop and write reports, policies, and correspondence
- ~~Ability to H~~andle common inquiries or complaints
- ~~Ability to D~~efine problems, collect data, establish facts, and draw valid conclusions
- ~~Ability to P~~erform mathematical computations such as addition, subtraction, multiplication, division. Calculate percent distributions, increase rates, and similar computations.
- ~~Ability to E~~xercise good judgment and focus on detail as required by the job
- ~~Ability to O~~perate standard office equipment, such as computer keyboards and monitors, copiers, scanners, and telephone
- ~~Ability to U~~se (or learn to use) computer software and systems applicable to the position
- ~~Ability to F~~ollow oral and written instructions and procedures
- ~~Ability to C~~ollect, organize, and interpret data and prepare accurate records
- ~~Ability to V~~erify and maintain accuracy of detailed data and information, detect data errors
- ~~Ability to M~~eet schedules and deadlines of the work unit
- ~~Ability to C~~ommunicate in English effectively orally and in writing

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- Ability to Maintain well-organized materials, files, systems and tools
- Ability to Aadapt to changes in work situations and priorities
- Ability to Reason/analyze; use logic to identify and resolve problems
- Ability to Evaluate, organize, and summarize data and information
- Ability to Eestablish and maintain constructive and cooperative interpersonal relationships with staff, peers, supervisors, or managers in the work unit and other departments, as well as with staff of outside entities and other individuals, as applicable to the essential duties and responsibilities
- Ability to Satisfy the needs of internal and external customers accurately and promptly, treating customers with fairness and respect.

PHYSICAL REQUIREMENTS

- ~~Requires the ability to operate, calibrate, tune and synchronize, and perform complex rapid adjustment on equipment, machinery and tools such as a computer and other office machines and/or related materials used in performing essential functions.~~
- ~~Ability to coordinate eyes, hands, feet and limbs in performing skilled movements.~~
- ~~Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and pulling of objects weighing five to ten pounds.~~
- ~~Requires the ability to recognize and identify similarities or differences between characteristics of colors, shapes and sounds associated with job-related objects, materials and tasks.~~

Exerting up to 20 pounds of force occasionally, up to 10 pounds of force frequently, and/or a negligible amount of force constantly having to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for the Sedentary Work category and the worker sits most of the time, the job is rated Light Work.

WORKING CONDITIONS

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The working conditions described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

~~• Ability to work under generally safe and comfortable conditions where exposure to environmental factors such as temperature extremes, wetness, humidity, disease, traffic hazards or violence may cause discomfort and poses a limited risk of injury.~~

Position requires stooping, kneeling, crouching and reaching.

The City of Middletown, CT is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Date created:	03/11/15
Dates revised	