



CITY OF LAKELAND, CIVIL SERVICE  
invites applications for the position of:

# Parking Services Supervisor

PW 11

**SALARY:** \$17.22 - \$26.72 Hourly  
\$1,377.60 - \$2,137.60 Biweekly  
\$2,984.80 - \$4,631.47 Monthly  
\$35,817.60 - \$55,577.60 Annually

**OPENING DATE:** 04/12/17

**CLOSING DATE:** Continuous

**GENERAL DESCRIPTION OF CLASS:**

This is supervisory work in the operation and maintenance of the City's parking system. The Parking System Supervisor is responsible for the planning, scheduling, coordinating and directing Parking Services daily activities for employees in the routine day-to-day operation of the section. Principle duties include the operation and maintenance of the City Parking garages, surface lots and parking enforcement. Work is performed under general supervision and is reviewed on the basis of completion. Independent initiative is expected of the individual in the exercise of day-to-day parking system duties.

**This position will close after the receipt of the first 25 qualified applications.**

**EXAMPLE OF DUTIES:**

- Supervises and directs the activities and work schedules of parking system employees.
- Prepares and administers the Parking Services annual budget; collection and tracking of revenues for Parking Services.
- Oversees management of garages and lots in terms of: maintenance, operations, traffic flow, projects, such as ADA rehabilitation, financial management.
- Works closely with business partners within the Business District and agencies as the DLP and LDDA.
- Supervises the collection, record keeping and deposits of cash receipts from the parking garages, lots and fines generated by parking enforcement.
- Prepares financial and other reports related to the parking system operation.
- Inspects and assists in the maintenance of the parking garages, surface lots, parking meters, and other related equipment.
- Substitutes for Parking Attendants and the Parking Enforcement Officer as required.
- Coordinates activities between the City and State Department of Motor Vehicles in the parking enforcement duties of the section.
- Evaluates equipment needs related to the efficient operation of the Parking System.
- Responsible for Performance Planning Reports; including the research, analysis, preparation and presentation to employees.
- Investigates and documents workplace incidents, accidents, and injuries in conjunction with Risk Management.
- Assists with public private partnership Agreements for shared public parking use on private property.
- Manages the parking garages and lots for all downtown special events (typically about 40 per year)
- Assists the Division Manager in procuring and administering consultant and vendor RFP's, work orders, and task authorizations.
- Administers disciplinary actions according to City and Divisional policy; after verifying facts, analyzing data, and checking legal aspects or ramifications, before presenting document to upper management.

**ADDITIONAL RESPONSIBILITIES:**

- Ability to present to groups
- Must be available for rotating early and late shifts for start-up and close-down hours
- Must be available for special after-hour events and functions as needed
- Performs related work as required.

**QUALIFICATIONS:**

- Associates degree from an accredited institution with coursework in accounting, finance, business administration or other related field that would provide training in financial record keeping required.
- Four (4) years of supervisory experience.
- Certified as Parking Enforcement Specialist or completion within six (6) months of employment
- An equivalent combination of education, training and experience which provide the necessary knowledge, skills and abilities and other competencies necessary for success in the target position may be considered.

**Required Documents: College Diploma or Unofficial Transcript and Resume**

**SPECIAL REQUIREMENTS:**

- Must possess and maintain a valid state of Florida driver's license.
- Must maintain a valid telephone number.
- Must be certified as a Parking Enforcement Officer in the State of Florida or be certified within six (6) months
- May be required to work overtime, or alternate hours, as necessary for the efficient operation of the department.
- Position may be designated as Mission Critical by Department Director.

**SUPPLEMENTAL INFORMATION:**

- Knowledge of standard office practices, procedures, and machines.
- Intermediate to expert knowledge in Microsoft Suite software, including Excel, Word, PowerPoint, as well as the Hyperion budgeting system.
- Knowledge of Florida Statutes as related to parking.
- Ability to handle cash transactions, maintains financial records, and produce financial reports.
- Ability to make and verify computations with accuracy.
- Ability to effectively direct, interact with, and motivate Parking System employees.
- Ability to train and evaluate performance of employees and to communicate concerns about performance.
- Ability to follow oral and written instructions.
- Ability to establish and maintain effective working relationships with City employees, other agencies, and the public.
- Ability to do considerable walking and light manual work.

**WORKING ENVIRONMENT/CONDITIONS:**

- Requires labor intensive work that involves a considerable amount of walking, exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.
- The job risks exposure to environmental conditions to include extreme temperature changes, humid, wet conditions, traffic, bright/dim light, fumes/noxious odors, dusts and pollen.
- The job requires normal visual acuity, and field of vision, hearing, speaking, color perception, sense of smell, depth perception, and texture perception.

**Examination Date:** To be determined.

**THE CITY OF LAKE LAND IS AN EQUAL OPPORTUNITY/EQUAL ACCESS EMPLOYER AND A DRUG FREE WORKPLACE**