

 <p>STATE OF INDIANA CLASSIFICATION SPECIFICATION</p>	Class Title: Parking Garage Supervisor 5		Class Code: 009AD5
	FLSA Status: Non-Exempt	Salary Schedule: SAM LTC 5	Effective Date: 12-12-14
	Summary: Incumbent serves as a manager in the State parking facility, and will be the assistant manager for all garage and surface parking throughout the Indiana Government Center.		

Duties:

- Prepares work assignments and monitors all subordinates in the parking garage;
- Supervises the general cleaning of the garage including equipment care and cleaning;
- Monitors the cash register/auditor machine and printer plus the various alarm systems for possible malfunctions;
- Communicates any problems to the manager to notify the appropriate personnel for repairs;
- Reviews the register closing at the end of the previous day, counts money and verifies the recorded amounts taken by the Parking Garage Attendant/Cashier;
- Makes entries in the SCAN computer system of access card information and generates daily auditor reports;
- Ensures warranty/service work is able to be completed by contractors, after the work has been approved by the Parking Services Manager;
- Patrols the various areas of the garage through walking patrols, checking to see that subordinates are performing their duties properly as well as making observations of actual/potential breaches in the security for the facility;
- Assists public and state employees in the usage of the garage and access card issues;
- Performs escorts to vehicles for all employees who request this service;
- Works special events at the parking facilities;
- Performs related duties as required.

Job Requirements:

- Considerable knowledge of all jobs to be performed in their parking garage;
- Considerable knowledge of all procedures and equipment used in the cleaning of a parking garage;
- Specialized knowledge of the processes and functions of the cash register/auditor machine and calculators;
- Must possess basic mathematical skills;
- Basic knowledge of the items in the garage that are serviced and maintained through service agreement contracts;
- Basic knowledge of sprinkler systems and their maintenance;
- Ability to deal with personnel in a fair and equitable manner;
- Ability to work effectively with customers, subordinates, co-workers and the public;
- Effectively communicate, both orally and in writing;
- Ability to properly train and instruct subordinates on their assigned duties;
- Ability to read lane counters and communicate the results to Parking Services Manager;
- Ability to operate and monitor the various alarm systems and other pieces of equipment in case of malfunction or service needs;
- Ability to complete necessary reports and records.

Difficulty of Work:

Work is routine on a day to day basis, however, some judgment is needed for assigning jobs to subordinate staff. Incumbent must also be able to complete necessary reports and records.

Responsibility:

Incumbent performs a variety of duties under moderate supervision. Work is somewhat routine on a day-to-day basis, but can be varied depending upon the needs of the facility. Work is checked by supervisor as needed. Incumbent works directly with the Manager on all matters concerning the maintenance, equipment and personnel needs of the garage.

Personal Work Relationships:

Incumbent works with state employees and external customers for the purpose of giving or receiving information. Incumbent will also work with *agency supervisor* for assigned duties.

Physical Effort:

Duties are generally performed seated, standing or walking at will for extended periods of time. Duties like instructing subordinates in cleaning and washing the facility require the most effort. Lifting will typically not exceed 20 pounds.

Working Conditions:

Incumbent performs duties in a parking garage facility. Daily caution must be taken to avoid injury from motor vehicles and from floor surfaces that are exposed to weather conditions.