CLASS TITLE: PARKING OPERATIONS SUPERVISOR

PURPOSE OF THE CLASSIFICATION: Under general supervision performs supervisory work in directing parking inspectors, contractors while maintaining efficient operation of the on-street parking system, operate and maintain the parking system, and its multiple software platforms, provide data and analysis of system usage and compliance, and performs other related assigned duties.

ESSENTIAL TASKS:
*   Investigates injuries, incidents, accidents and resolves citizen complaints
*   Oversees the daily collection of meter revenues, the inspection, repair and replacement of parking meters
*   Supervises the work of subordinates and contractors involved in operations and maintenances of the parking meters
*   Assists in developing and monitoring of budgets within the division
*   Monitors and analyzes contracts to determine compliance with agreements terms and specifications requirements
*   Monitors and oversees for compliance with various federal, state, local regulations, and ordinances
*   Attends meetings with board and authorities, business owners, departments and other agencies
*   Maintains a variety of automated and manual logs, records and files
*   Reviews and coordinates with street construction projects to ensure continuity of the on-streetReserved Space and Valet Parking Applications
*   Serves as liaison between the City and various contractors on matters relating to parking systems and operations
*   Must report to work on a regular and timely basis
Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

QUALIFICATIONS:
Training and Experience: Graduation from an accredited college or university with an associate's degree in a field relevant to the essential tasks of this job description, and five (5) years of progressively responsible experience in public safety/security with at least two (2) years of supervisory/lead experience; or an equivalent combination of training and experience per Personnel Policies and Procedures, Section 128.

Knowledge, Abilities and Skills: Comprehensive knowledge of supervisory and management principles and techniques; considerable knowledge of federal, state and local ordinances that pertain to parking regulations; good knowledge of safety policies and practices; good knowledge of computers and computer databases, word processing and spreadsheet programs. Ability to read and interpret the Manual on Uniform Traffic Control Devices (MUTCD); ability to plan and organize effectively; ability to compile data and prepare written reports; ability to present effective verbal reports and recommendations; and the ability to utilize the highest level of interpersonal skill in order to understand, select, develop, and motivate people at any level within or outside the organization.

Physical Requirements: Physical requirements include arm and hand steadiness and finger dexterity enough to use a computer, two-way radio and telephone; health and physical condition to permit the full performance of the essential tasks even in severe and/or adverse weather conditions; frequent lifting, carrying and pulling up to 50 pounds; may be subject to walking, standing on feet for long periods of time;reaching, balancing, bending, kneeling, handling, feeling, smelling and twisting; and vision, speech and hearing sufficient to perform the essential tasks.

Licenses and Certificates: Possession of a valid Oklahoma Class "D" Driver's license and must be licensed by the Oklahoma Council on Law Enforcement Education and Training (CLEET) as an Armed Security Guard and Armed Private Investigator; must obtain City of Tulsa Code Citation certification within one (1) month of hire.

WORKING ENVIRONMENT: Working environment is primarily indoor, with occasional outdoor instances, which may include inclement weather and harsh conditions.

Class Code: 1195
EEO Code: N-05
Pay Code: EX-36

Group: Public Safety
Series: Public Safety Technical

Effective Date: July 31, 2019