

## **PARKING SUPERVISOR**

### **DEFINITION**

Under direction, supervises activities and staff in the enforcement of California Vehicle Code and Fresno Municipal Code involving parking meter maintenance, parking control and management of the parking data bases and citation collection.

### **SUPERVISION RECEIVED/EXERCISED**

Receives supervision from the Division Manager. This classification exercises supervision over staff engaged in parking control and enforcement activities.

### **DISTINGUISHING CHARACTERISTICS**

Parking Supervisor is the first-line supervisory class in which the incumbent directs and supervises the activities of subordinates engaged in the maintenance of parking meters, collection of parking revenues, enforcement of parking codes and management of the parking data bases.

### **EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES**

May include, but are not limited to, the following:

Establishes and supervises routine maintenance programs for parking meters and collection of parking revenues.

Plans, supervises, and evaluates the work of subordinate employees; prepares employee performance evaluations; counsels employees to correct deficiencies; recommends disciplinary actions.

Informs the public regarding Fresno Municipal Code and California Vehicle Code related to parking; responds to public inquires and complaints in an effective and tactful manner.

Supervises the enforcement of parking codes.

Makes productive decisions concerning the dispatching and assigning of parking enforcement field personnel.

Supervises and participates in the maintenance of the parking citation and the parking meter data bases.

May represent or testify at adjudication hearings on behalf of the City.

Trains and instructs subordinate employees in the performance of assigned duties.

Maintains effective working relationships with the public and other City employees.

Prepare and maintains clear and concise reports, records, correspondence and other written materials including, but not limited to, supervisor's report of injury, accident reports, loss notices, and evaluations.

Performs related duties as required.

### **JOB RELATED AND ESSENTIAL QUALIFICATIONS**

#### **Knowledge of:**

Principles and practices of effective employee supervision, including selection, training, work evaluation and discipline.

The methods, materials, equipment, tools and practices used in the maintenance of parking meters, collection of parking revenues and enforcement of parking codes.

The Fresno Municipal Code, and California Vehicle Code as they relate to parking.

Local geography including the location of streets, public buildings, and other public facilities.

#### **Skill/Ability to:**

Plan, direct, and supervise work of staff.

Operate and maintain office equipment, including computer hardware, software, parking data bases and related computer applications.

Establish and maintain effective working relationships with those contacted in the performance of duties.

Communicate effectively both orally and in writing and address and resolve conflict.

Prepare reports as required on parking enforcement and parking citation processing.

Testify at or represent the City in adjudication processes.

Assess situations and determine appropriate course of action within department policy.  
Safely operate motor vehicle.

**MINIMUM QUALIFICATIONS**

**Education:**

Completion of thirty (30) semester units from an accredited college or university.

**Experience:**

Four (4) years of progressively responsible experience, including one (1) year in a lead or supervisory capacity, in parking control; parking meter maintenance; facility or transit operations; management or analytical assignments; public contact work in crime prevention activities; or closely related field. Additional qualifying experience may be substituted for the required education on a year-for-year basis.

**SPECIAL REQUIREMENTS**

Possession of a valid California Driver's License may be required.

APPROVED: \_\_\_\_\_  
Interim Director of Personnel Services

*(Signature on File)*

DATE: 5/1/2023