



PARKING RAMP MANAGER POSITION DESCRIPTION

GENERAL PURPOSE

Responsible for the daily operation of the parking garage(s) and performs a variety of routine tasks associated with parking and assisting the public by providing information about parking locations, historic sites, and other city ordinances.

SUPERVISION RECEIVED

Works under the general supervision of the Parking and Transportation Director.

SUPERVISION EXERCISED

None.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Responsible for the day-to-day operations of the parking garage(s).
- Maintains the overall cleanliness of the facility including elevator, walkways, stairs, and other areas of the facility.
- Operates computers and electronic devices associated with the parking system(s).
- Responsible to notifying the appropriate department when issues arise concerning the parking garage(s).
- Assist the Police Department in monitoring video cameras and is responsible to report any suspicious activity.
- Makes recommendations for improvements, enhancements and repairs needed to the appropriate department.
- Assist in the preparation of the operations and revenues budget for the parking garage(s).
- Assists Community Service Officer with collections of funds derived from parking management system.

PERIPHERAL DUTIES

- Performs a variety of miscellaneous duties as assigned.

DESIRED MINIMUM QUALIFICATIONS:

EDUCATION AND EXPERIENCE

- High School diploma or GED Equivalent.
- One year of working in the parking management field and public contact work.

NECESSARY KNOWLEDGE, SKILLS AND ABILITIES

- Must have basic knowledge of computers and technology.
- Knowledge of the modern parking enforcement principles, technology, procedures, techniques, and equipment.
- Must have good communication skills when dealing with the public, be courteous, pleasant with strangers, able to give directions and work well with others.
- Should have a basic knowledge of Deadwood's history and a general knowledge of various buildings and business locations.
- Ability to work without close supervision.
- Must be alert to all activities within the ramp.
- Must be willing to work holidays and weekends.
- Must be a dependable worker, able to follow instructions from supervisor, and punctual.

GENERAL

- Must be 18 years of age at time of employment.
- Must possess or be able to obtain by time of hire, a valid South Dakota Driver's License without record of suspension or revocation in any other State.
- No felony conviction or disqualifying criminal histories.

TOOLS AND EQUIPMENT USED

Computers, video equipment and other forms of technology associated with the parking management system including use of janitorial supplies and equipment.

PHYSICAL DEMANDS

The physical demands attached hereto are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee must be able to walk, sit or stand for periods of time up to eight hours. Must be able to work in all types of weather conditions.

WORK ENVIRONMENT

Lighting: natural and fluorescent

Flooring: concrete

Lifting: up to 50 pounds

Temperature: from extreme heat to extreme cold

The work environment characteristics attached hereto are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable those individuals with disabilities to perform the essential functions.

SELECTION GUIDELINES

Formal application, rating of education and experience, oral interviews, and references check; job related test may be required.

The job description does not constitute an employment agreement between employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.