

## AIRPORT PARKING MANAGER

**DISTINGUISHING FEATURES OF THE CLASS:** This work involves supervisory responsibility over the operation of an airport parking facility. The incumbent is also responsible for the maintenance of parking facility buildings and grounds. The incumbent works under the general supervision of the Commissioner of Aviation with leeway allowed for the use of independent judgment in carrying out the details of the work. Direct supervision is exercised over Airport Parking Attendants. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

Monitors and maintains parking access and revenue control equipment;  
Works with vendors to ensure equipment is kept operational;  
Oversees the operation and maintenance of airport parking facilities;  
Accepts cash payments from daily and hourly parking;  
Verifies the accuracy of attendant's end of shift reports and cash collections;  
Operates computerized cash registers and activity indicators;  
Makes bank deposits of fees collected;  
Assigns and schedules shifts for attendants;  
May assist customers with minor automobile trouble and participate in snow removal;  
Answers the telephone and provides routine information.

### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Good knowledge of the operation and procedures of an airport parking facility;  
Good knowledge of the building and grounds operation and maintenance practices related to parking lots;  
Good knowledge of arithmetic;  
Ability to understand and follow oral and written instructions;  
Ability to maintain simple records;  
Ability to instruct subordinate employees in standard departmental practices;  
Ability to layout and supervise the work of subordinates;  
Ability to handle large sums of money accurately and operate a cash register;  
Honesty;  
Dependability;  
Integrity;  
Courtesy;  
Physical condition commensurate with the demands of the position.

### **MINIMUM QUALIFICATIONS:**

- A) Two years of experience working as a parking lot attendant; or
- B) Two years experience in customer service which shall have included handling cash; or
- C) An equivalent combination as indicated in A) and B) above.

**NOTE:** Education beyond high school level may be substituted on a year per year basis.