



BOISE STATE UNIVERSITY

# Job Standard for Parking Specialist

Employee Name:

Employee ID:

Employee PCN:

## How to use this Job Standard:

1. Click “View in Google Docs/Download” and download to Word.
2. The Job Overview, Level Scope, Minimum Qualifications and Essential Job Functions are specific to this job's competencies and cannot be edited.
3. For the Job Posting you may;
  - a. update/change the purpose to add in department specific information,
  - b. add key responsibilities to the 35% of the time, specific to your department needs,
  - c. add a preferred qualifications section
  - d. post the position using the business title

***The statements on this job standard are intended to describe the general nature of the role and level of work being performed. They are not intended to represent an exhaustive list of all responsibilities, duties and skills required of the employee.***

## Parking Specialist Overview

- Person Group: Classified
- Job Code: 01930
- Pay Grade: F
- FLSA Status: Non-Exempt
- Career Level: Level 1
- Family: Campus Planning & Facilities
- Function: Parking and Transportation

## Purpose

To provide customer service, provide security/safety functions, patrol lots and garages and enforce parking rules and regulations, provide routine maintenance on meters and signs; perform related work.

## Level Scope

Applies basic skills while developing some specialized skills in procedures, operations, techniques, tools, materials, and/or equipment appropriate to area of specialization; performs routine and/or

repetitive tasks; limited decision making required; generally works under close supervision; has no or limited experience; work is performed from within specific limits of established procedures and/or defined instructions.

### **Minimum Qualifications**

Willingness to: stand and walk continuously throughout an eight hour shift; bend, stoop, lift and carry items weighing up to 20 pounds; work outdoors in all weather conditions; visually observe activities in an assigned area; use a two-way radio to communicate information.

Experience: providing public service in a work setting; dealing with difficult customers. Ability to interpret and apply rules and regulations.

### **Knowledge, Skills, and Abilities**

- Knowledge of relevant equipment, policies, procedures and strategies to promote effective safety and parking operations.
- Ability to communicate and convey information effectively

### **Essential Functions**

#### **Key Responsibilities**

60% of Time the Parking Specialist must:

- Provides public service by explaining parking policies and answering questions from students, staff and public; provides general campus and directional information; handles irate/angry customers and resolves initial complaints, provides security/safety functions for campus by observing surroundings, reporting hazardous conditions, and other activities to proper officials or immediate supervisor.
- Option 1. Booth Specialist: Opens and closes parking booths; issues parking permits; operates electronic cash registers; calculates and collects/accepts parking fees, makes change, processes credit card charges, and issues receipts
- Option 2 – Field Specialist: Patrols campus lots and garages and enforces parking regulations; verifies parking permits, ownership, and registration of vehicles; issues tickets and warnings to violators; operates a computerized ticketing system.
- Both Options: Controls access to parking lots; monitors parking lots to ensure parking regulations are met; operates two-way portable radio; checks tow list and lost/stolen permit list to determine violations; assists in vehicle towing or impoundment; maintains daily records and prepares work activity reports; directs traffic as necessary; may assist in office support functions.
- Assists maintenance staff in all aspects of parking lot and equipment maintenance: installing/removing meters, signs, and sign poles using hand and power tools; digging post holes and pouring concrete; striping and painting lots; setting out concrete bumper blocks.

Collects money from parking meters; provides minor maintenance on meters and signs; inventories parking spaces; reports maintenance needs; sweeps parking lots.

35% of Time the Parking Specialist

Determined by department needs

5% of Time the Parking Specialist

Perform other duties as assigned

### **Work Environment and Physical Demands**

These positions involve lifting and carrying up to 20 pounds; standing, sitting or walking up to eight hours per day; working outdoors in all weather conditions; visually observing activities in assigned area; communicating using two-way radio.

### **Travel Requirement**

Not applicable for Parking Specialist

### **Career Path**

Parking Specialist, Senior

Additional training/education or equivalent experience, as well as business need, are required for movement into higher level jobs.

### **Disclaimer**

Incumbent must perform the essential duties and responsibilities with or without reasonable accommodation. The above statements are intended to describe the general nature and level of work. Final employment offers are contingent upon a Final Candidate's successful completion of a Background Verification, and a determination by the University that the information derived from the Background Verification does not disqualify the individual. In addition, a Financial History Check and Motor Vehicle Record (MVR) Check may be required.