



Job Title	Supervisor, Parking Enforcement	Job Code	AX0712
Pay Plan	USPS	Pay Grade	13
Union	Non-Union	FLSA Status	Non-Exempt
Job Family	Auxiliary Services	Union Code	0
		Subfamily	Transportation and Parking

Job Family & Subfamily Summary

Auxiliary Services Professionals support University departments that generate and provide services for the campus. **Transportation and Parking Professionals** monitor campus transportation and parking activities and compliance with established policies. Responsible for overseeing permit parking, parking enforcement, event transportation, business transportation, campus transit service, safety and training, and facility and operations maintenance.

Job Summary

Ensures enforcement staff are properly regulating university and state regulations for on campus parking. Ensures safety of UCF constituents and enforces university parking policies and regulations. Assists with on campus events, and event set up.

Representative Duties

1.
 - Oversees staff and enforces parking regulations to ensure vehicles parked on campus follow UCF parking regulations and Florida state statutes
 - Ensures that parking control devices, such as, immobilization devices, battery jump start packs, and door opening kits are inventoried and operational
 - Assists with providing information, directions, and general assistance to constituents
 - Renders assistance to stranded motorists, unlocks vehicles as requested, provides fuel if needed, changes a flat tire, or calls a tow truck
 - Assists the police department with traffic control during large events
 - Provides feedback of enforcement situations to intermediate supervisor and follows up with all written requests
 - Reports suspicious behavior and activity directly to university police department
 - Assists in the training of new parking patrollers
 - Reports hazards and assists with basic maintenance of parking lots and garages during non-peak periods
 - Manages inventory including office supplies, uniforms and other related equipment
 - Oversees locker assignments, patrol vehicle assignments, and citation device issuance
 - Conducts new student orientation when necessary
 - Initiates towing of illegally parked vehicles in 24 hours reserved spaces or other restricted areas
 - Organizes, records, and files documents related to parking and parking enforcement

Education, Experience, Skill Requirements

	Required	Preferred
Education Level	High School Diploma or Equivalent	
Certification(s)		
Licensure(s)		
Work Experience		
2+ years of relevant work experience		
Additional Requirements		
Valid FL Driver's License		

Physical/Environmental Demands

Outside of a standard office environment with specific physical demands

This general outline illustrates the type of work that characterizes the job. The statements in this job description are not intended to be an exhaustive list of all duties, responsibilities and qualifications required of the job.