

CITY OF MADISON POSITION DESCRIPTION

1. Name of Employee (or "vacant"):

David Jon Wills

Work Phone: 261-9981

2. Class Title (i.e. payroll title):

Parking Operations Supervisor

3. Working Title (if any):

4. Name & Class of First-Line Supervisor:

Tom Woznick/Parking Operations Manager

Work Phone: 264-9272

5. Department, Division & Section:

Transportation/Parking Utility

6. Work Address:

1120 Sayle Street

7. Hours/Week: 40

Start time: 8:30a.m. End time: 5:00p.m.

8. Date of hire in this position:

5/20/1991

9. From approximately what date has employee performed the work currently assigned:

4/2/2012

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10. Position Summary:

This position is responsible for supervising and coordinating the City-wide parking revenue collection; and meter and maintenance functions both directly and through subordinate supervisors. This work is characterized by judgment and initiative in planning, directing and evaluating parking field operation programs and activities. The position represents the Parking Utility Field Operations in a variety of meetings and responds to citizen complaints. Work is performed with a high degree of independence under the general supervision of the Parking Operations Manager.

11. Functions and Worker Activities: (Do NOT include duties done on an "Out-of-Class" basis.)

50%

A. Personnel

1. Work with the Parking Operations Manager to prepare and implement the Affirmative Action goals.
2. Work with the Parking Maintenance Supervisor and Parking Revenue Supervisor in the hiring process. This includes working with the Affirmative Action Officer to help recruit

qualified personnel from the protected groups; working with Personnel to develop appropriate tests; setting up and conducting interviews; checking references and oversee training programs for newly recruited personnel.

3. Consult with Affirmative Action Officer before final hiring; make recommendations on each hire to the appointing authority.
4. Review probationary performance evaluations of all employees prepared by the Parking Maintenance Supervisor and Parking Revenue Supervisor and participate in discussion of performance evaluations with the employees.
5. Attend disciplinary hearings, grievances, and arbitrations.
6. Handle grievances, both formal and informal.
7. Conduct employee misconduct investigations. Take progressive disciplinary action if deemed necessary.
8. Work with the City Attorney on all employee complaints filed with State Agencies. Act as the Parking Utility representative in Court in the event a lawsuit filed against the Parking Utility goes to trial.
9. Plan and initiate in-house and outside training for the Parking Division employees, including cross-training programs.
10. Counsel employees with personal problems.
11. Review and approve personal time off requests for all employees.
12. Review and approve all requests for overtime.
13. Complete and forward FMLA documents, Workers Compensation forms, Incident and Accident report forms.
14. Review and approve Parking Maintenance Supervisor and Parking Revenue Supervisor Timesheets and their subordinates timesheets in their absence.

40%

- B. Direct and supervise daily operations.
1. Carry out the objectives and goals for the field operations of the Parking Utility.
 2. Set goals and objectives for the Field Operations Personnel and develop annual and seasonal work programs.
 3. Review and approve all project schedules and work assignments prepared by the Parking Maintenance Supervisor and the Parking Revenue Supervisor.
 4. Work with Supervisors on developing procedures and policies and insure they are followed properly.
 5. Work with Supervisors on solving problems they bring to his/her attention.
 6. Coordinate operation of the City Parking Facilities between contractors and Parking Utility management during major repair and renovations.
 7. Coordinate Parking Utility activities with Traffic Engineering Division activities and other City departments.
 8. Ensure that all buildings and equipment are maintained properly.
 9. Work with Fleet Services employees on the purchasing of any equipment or vehicles for the Parking Utility.
 10. Develop tests for new equipment being considered for purchase and determine the records to be kept. Review all data. Report results to the Parking Operations Manager and others as required.
 11. Review all monthly financial reports. Work with the Parking Revenue Supervisor to resolve discrepancies/problems.
 12. Review Traffic Engineering billing from the Electrical, Sign and Communications sections on a quarterly basis to ensure the appropriate account numbers are being utilized and billing appears appropriate.

10%

- C. Assistant to the Parking Operations Manager
1. Provide support to the Parking Operations Manager, the City Traffic Engineer and Parking Manager, and Parking Utility management staff (Engineer 4 and Parking Analyst) related to planning and ongoing projects as needed.
 2. Act as contact for the Parking Utility in absence of the Parking Operations Manager.
 3. Serve as primary contact for supervisory issues for after hour emergencies.
 4. Attend meetings with Parking Utility management, supervisory and customer service staff.
 5. Coordinate meetings related to Field Operations, including meeting directly with supervisors and field personnel, as well as other City departments.

6. Keep accurate material and equipment inventories, monitor field operation expenditures and provide information to the Parking Operations Manager annual for both the Capital and Operating budgets.
7. Provide data, reports and recommendations to the Parking Operations Manager as requested. Recommendations include an annual report on work to be done by contract, along with coordination between Field Operations staff and the contractor(s) related to completion of the work.
8. Work with the Purchasing department in developing Requests for Proposals, vendor selection criteria for specific contracts. These include the Security contract, elevator maintenance contract, window washing contract and snow removal contract. Oversee vendor performance for each.
9. Perform related work as necessary.

12. Primary knowledge, skills and abilities required:

Thorough knowledge of the principles and operating practices of a diversified attended and metered parking operations program. Working knowledge of maintenance practices and materials specific to parking garages/structures and lots, meters, gates and other parking equipment. Knowledge of revenue collection and reporting practices to include related bookkeeping concepts. Ability to supervise a large diversified staff, through subordinate supervisors. Knowledge of computers and Parking Access and Revenue Control Systems. Ability to communicate effectively, both orally and in writing. Ability to develop and implement a maintenance program for parking facilities. Ability to develop narrative, statistical and financial reports. Ability to develop project objectives and specifications for construction work or equipment purchases to be accomplished by contract. Ability to read and interpret architectural and engineering drawings and specifications. Ability to maintain effective working relationships with subordinate staff, the public, contractors and other parties.

13. Special tools and equipment required:

Computers, telephones, and radios

14. Required licenses and/or registration:

Possession of a valid driver's license

15. Physical requirements:

Ability to personally inspect all facilities to include multi-level parking facilities.

16. Supervision received (level and type):

General. Reports directly to the Parking Operations Manager and the City Traffic Engineer and Parking Manager.

17. Leadership Responsibilities:

- This position: is responsible for supervisory activities (Supervisory Analysis Form attached).
 has no leadership responsibility.
 provides general leadership (please provide detail under Function Statement).

18. Employee Acknowledgment:

- I prepared this form and believe that it accurately describes my position.
- I have been provided with this description of my assignment by my supervisor.
- Other comments (see attached).

EMPLOYEE

DATE

19. Supervisor Statement:

- I have prepared this form and believe that it accurately describes this position.
- I have reviewed this form, as prepared by the employee, and believe that it accurately describes this position.
- I have reviewed this form, as prepared by the employee, and find that it differs from my assessment of the position. I have discussed these concerns with the employee and provided them with my written comments (which are attached).
- I do not believe that the document should be used as the official description of this position (i.e., for purposes of official decisions).
- Other comments (see attached).

SUPERVISOR

DATE

Note: Instructions and additional forms are available from the Human Resources Dept., Room 501, City-County Bldg. or by calling 266-4615.