

## CITY OF MADISON POSITION DESCRIPTION

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

Daniel Valenza

Work Phone: 266-4744

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

Parking Maintenance Supervisor

3. Working Title (if any):

4. Name & Class of First-Line Supervisor:

David Wills

Work Phone: 261-9981

5. Department, Division & Section:

Transportation / Parking Division

6. Work Address:

1120 Sayle St.

7. Hours/Week: 40

Start time: 7:00 am      End time: 3:30 pm

8. Date of hire in this position:

11/1994

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

2018

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10. Position Purpose: (How this position fits into the overall mission, vision, and goals of your agency and work unit.)

This position is responsible for ensuring City-owned public parking facilities are welcoming, well-maintained, and in safe working order as the first contact visitors have with the City.

11. Position Summary:

This is responsible supervisory work in directing skilled and semi-skilled maintenance and mechanical personnel engaged in maintaining and/or repairing parking garages, lots, meters, gates, and related areas and equipment. The Parking Maintenance Supervisor determines the general methods, materials and crew composition to be assigned to various work sites, and monitors for compliance with quality, timeliness and other work standards. This is responsible work and the Parking Maintenance Supervisor is held accountable for meeting the maintenance objectives of the unit.

12. Functions and Worker Activities: (Do NOT include duties done on an "Out-of-Class" basis.)
- 40% A. Supervision of Parking Maintenance Personnel who perform routine and preventative maintenance, and install and remove parking meters and equipment.
    - 1. Coordinate and assign work to Maintenance Section personnel and keep such records as necessary to monitor the work.
    - 2. Compile operational or personnel records, such as time and production records, inventory data, repair or maintenance statistics, or test results.
    - 3. Conduct or arrange for worker training in safety, repair, or maintenance techniques, operational procedures, or equipment use.
    - 4. Recommend or initiate personnel actions such as hires, promotions, transfers, discharges or disciplinary measures
    - 6. Counsel employees about work-related issues and assist employees to correct job-skill deficiencies.
    - 7. Visit work areas and parking facilities to maintain communication with field maintenance personnel and monitor work quality related to preventative maintenance, repairs, snow and ice removal, landscaping, cleaning and/or sweeping as required in the garages as well as the lots.
    - 8. Coordinate and supervise preventive maintenance programs and assist with development of new programs, policies, and procedures related to the maintenance of equipment and facilities. Integrate the maintenance staff activities with the customer service in the facilities.
  
  - 50% B. Facility and Project management
    - 1. Coordinate and supervise building mechanical and structural repairs and construction projects in conjunction with the Parking Engineer and A/E consultants.
    - 2. Schedule building and system inspections and ensure timely completion of required testing and inspections of life-safety systems in parking garages. Monitor all related contracts and coordinate with City Purchasing and vendors to ensure continuity of services, including working with security/fire monitoring vendors in responding to calls and making alarm system updates/changes. This position also maintains all records associated with this work.
    - 3. Solicit, review, evaluate, accept, and coordinate completions of work bids from contractors.
    - 4. Develop and implement project plans for major parking equipment replacement or repair projects to ensure minimal disruption to operations.
    - 5. Coordinate with the Parking Asset/GIS Coordinator to update facility maps which include plumbing, lighting, electrical, equipment, and signs.
    - 6. Design permanent and temporary facility signing used to convey information and traffic flow during garage repairs.
    - 7. Examine assets, systems, or facilities and analyze information to determine needed installations, services, or repairs.
    - 8. Requisition material and supplies, such as tools, equipment, or replacement parts
  
  - 10% C. Participate in budget preparation and administration, coordinating purchasing and document maintenance section expenditures as necessary.

13. Primary knowledge, skills and abilities required:

Thorough knowledge of maintenance and repair methods and materials applicable to parking facilities and equipment, such as concrete repair, painting, hardware installation, parking meter and gate installation and repair, sign installation, snow and ice removal, etc. Working knowledge of related specialized equipment. Working knowledge of the application of computer technology to assigned maintenance program(s). Working knowledge of camera systems, network installations. Must be familiar with building systems, such as security, emergency power, fire suppression and fire alarm control panels. Working knowledge of applicable building and fire codes. Working knowledge of occupational hazards and of necessary safety precautions. Must be familiar with or have experience related to building mechanical (HVAC), electrical and plumbing.

Ability to layout and supervise the work of parking maintenance crews at diverse locations. Ability to prioritize work to be accomplished, and monitor its completion within acceptable qualitative and quantitative standards. Ability to communicate effectively, both orally and in writing. Ability to interpret blueprints and diagrams. Ability to prepare written reports and maintain records of work accomplished and materials utilized. Ability to maintain effective working relationships. Ability to maintain adequate attendance.

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14. Special tools and equipment required:

15. Required licenses and/or registration:

Must have and be able to maintain a valid driver's license.

16. Physical requirements:

Ability to physically access all portions of facilities to perform or inspect repair and maintenance work. Ability to work in inclement weather.

17. Supervision received (level and type):

General oversight.

18. 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).

19. 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).

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EMPLOYEE

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DATE

20. Supervisor Statement:

I have prepared this form and believe that it accurately describes this position.  
x  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).

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SUPERVISOR

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DATE

Instructions and additional forms are available from the Human Resources Dept., Room 261, Madison Municipal Bldg., calling 266-4615 or visiting [cityofmadison.com/employeeenet/policies-procedures/position-descriptions](http://cityofmadison.com/employeeenet/policies-procedures/position-descriptions).