

The University of Texas at San Antonio

Job Description

Job Title: Parking Services Assistant I
Code: 16350
Salary Grade: 52
FLSA Status: Non Exempt
Department/Division: Parking and Transportation Services/Business Affairs
Reports To: Parking Services Supervisor

Summary

<u>Function:</u>	To provide enforcement for parking rules and regulations; as well as parking information and directions to campus visitors.
<u>Scope:</u>	Responsible for delivering quality customer service to campus constituents by enforcing the rules and regulations in a professional manner and exhibiting clear concise communications of guidance and clarification.

Duties

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| <ul style="list-style-type: none">• <u>Typical:</u><ol style="list-style-type: none">1. Patrols assigned areas by vehicle or on foot to ensure compliance of parking rules and regulations.2. Maintains current knowledge of parking regulations and other information.3. Communicates information to supervisor as needed.4. Enters and retrieves information pertaining to vehicle registration, identification, and status, using handheld computers.5. Identifies vehicles in violation of parking regulations, checks when necessary to confirm whether vehicles need to be booted or towed.6. Locates lost, stolen, and counterfeit parking permits and takes necessary enforcement action.7. Provides information regarding parking regulations and facilities, and the location of streets, buildings and points of interest.8. Observes and reports any field maintenance issues for repair.9. Performs additional duties as assigned.• <u>Periodic:</u><ol style="list-style-type: none">1. Prepares for events by placing cones, barricades and signage as directed. |
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2. Prepares reports of activities.

Education

Required	Preferred
High School Diploma or GED.	College coursework at an accredited institution.

Other Requirements

Required	Preferred
Texas Driver's License Driver's License History Check Criminal Background Check (CBC).	N/A

Experience

Required	Preferred
No experience required.	Six months of similar experience in parking or security.

Equipment

Required	Preferred
Two-way radio, citation issuance equipment, vehicle immobilizer, personal computer and standard office equipment.	N/A

Working Conditions

Usual	Special
Work is outdoors patrolling parking areas and/or in parking booths. Exposure to seasonal weather conditions.	May require evening and/or weekend work for special events.

Supervision

Received	Given
Direct from immediate supervisor.	May directly and/or indirectly supervise student employees.

Accuracy

Proficiency in all phases of the duties performed.
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Security Sensitive

Specific job requirements or physical location of some positions allocated to this classification may render the position security sensitive, and thereby subject to the provisions of section 51.215 Texas Education Code.

Internal Control

Within the scope of position duties, responsible for seeing that operations are effective and efficient, assets are safeguarded, reliable financial data is maintained, and applicable laws, regulations, policies, and procedures are complied with.