

JOB INFORMATION

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|-------------------------|--|
| Effective Date | 1/18/2023 |
| Job Code: | 3283 |
| Job Title: | Mgr, Parking and Transportation |
| Salary Grade/Structure: | 060 - Admin-Professional |
| Career Level Name: | |
| FLSA Name: | Exempt |
| EEO Code: | 10-Exec, Admin, Mgmt |
| Job Function: | Facilities |
| Job Family: | Parking & Transportation |
| Job Summary | The Manager, Parking and Transportation is responsible for managing the University’s parking and transportation functions. The Manager, Parking and Transportation supervises daily activities pertaining to parking enforcement, customer service, and transportation personnel. Monitors shift activity to insure parking associate's work is procedurally and legally correct. The Manager, Parking and Transportation manages the T2, Boss, and iris systems. Manages and enhances computerized management information. Generates weekly/monthly reports for data collection for assessment purposes. Acts as liaison for the department. Enforces all department rules and regulations. |

COMPETENCIES

Competencies

Please refer to the UHCL Human Resources webpage for UHCL core competencies for all eligible job levels.

QUALIFICATIONS

Education

| Education Level | Education Details | Required/ Preferred | |
|-------------------|--|---------------------|--|
| Bachelor's Degree | Bachelor’s Degree in Business Administration or related field. | Required | |

Work Experience

| Experience | Experience Details | Required/ Preferred | |
|-----------------|---|---------------------|--|
| Considerable | Minimum of five (5) years job-related experience. | Required | |
| Less than 3 yrs | Supervisory experience and experience with T-2 Systems software | Preferred | |

Licenses and Certifications

| Licenses/Certifications | Licenses/Certification Details | Time Frame | Required/ Preferred | |
|-------------------------|--------------------------------|------------|---------------------|--|
| | Valid Driver's License | Upon Hire | Required | |

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|-------------------------|--------------------------------|------------|--------------------|
|-------------------------|--------------------------------|------------|--------------------|

Knowledge, Skills and Abilities

| KSAs | Proficiency |
|--|-------------|
| • Ability to learn new Software programs such as PeopleSoft and T-2 Systems Solutions. | Skilled |
| • Working knowledge of Windows navigation and MS Office product software. | Skilled |
| • Must have professional and effective oral and written communication skills. | Skilled |
| • Ability to multi-task with various assignments. | Skilled |
| • Ability to troubleshoot and repair Luke II Pay Stations and Magnetic Gate System. | Skilled |
| • Ability to troubleshoot and repair automated Ticket writing equipment. | Skilled |
| • Working knowledge of the Shuttle Camera System 4000#DR. | Skilled |
| • Ability to drive a large Shuttle bus. | Skilled |

JOB RESPONSIBILITIES

Campus Security Authority

Remote Work Capable

Essential Functions

| Essential Function | % TIME |
|---|--------|
| • Supervises daily activities pertaining to parking enforcement, customer service, and transportation personnel. Assigns tasks and reviews completed work. Monitors shift activity to insure parking associates work is procedurally and legally correct. | 25% |
| • Manages the T2, Boss, and Iris systems, manages and enhances computerized management information, maintains parking and transportation records | 20% |
| • Hires and on-boards new employees. | 10% |
| • Coordinates and maintains parking lots, signs, and improvements. Maintains Luke II pay stations and parking gate arms. | 10% |
| • Completes performance assessments on parking and transportation staff. Takes disciplinary action when necessary. | 5% |
| • Coordinates shuttle vehicle and equipment. | 5% |
| • Formulates short and long-range plans for future parking and transportation needs. | 5% |
| • Assists in monitoring and control of the department's annual budget. Adheres to internal controls. | 5% |
| • Generates weekly, monthly and annual reports for data collection for assessment purposes. | 5% |
| • Acts as liaison for the department. | 5% |
| • Performs all other duties as assigned. | 5% |

PRE-EMPLOYMENT

| | |
|--------------------------|-----|
| MVR: | Yes |
| Criminal History: | Yes |
| Physical Exam: | No |
| Hearing Exam: | No |
| Pulmonary Function Test: | No |

PHYSICAL DEMANDS/WORKING CONDITIONS

Office and Administrative Support

Physical Demands

| Physical Demand | N/A | Rarely | Occasionally | Frequently | Constantly | Weight |
|----------------------------|-----|--------|--------------|------------|------------|--------|
| Standing | | | X | | | |
| Walking | | | X | | | |
| Sitting | | | | | X | |
| Lifting | | X | | | | |
| Carrying | | X | | | | |
| Pushing | | X | | | | |
| Pulling | | X | | | | |
| Climbing | | X | | | | |
| Balancing | | X | | | | |
| Stooping | | X | | | | |
| Kneeling | | X | | | | |
| Crouching | | X | | | | |
| Crawling | | X | | | | |
| Reaching | | X | | | | |
| Handling | | | X | | | |
| Grasping | | | X | | | |
| Feeling | | X | | | | |
| Talking | | | | | X | |
| Hearing | | | | | X | |
| Repetitive Motions | | | | X | | |
| Eye/Hand/Foot Coordination | | | | X | | |

Working Environment

| Working Condition | N/A | Rarely | Occasionally | Frequently | Constantly |
|------------------------|-----|--------|--------------|------------|------------|
| Extreme cold | | X | | | |
| Extreme heat | | X | | | |
| Humidity | | X | | | |
| Wet | | X | | | |
| Noise | | | X | | |
| Hazards | | X | | | |
| Temperature Change | | X | | | |
| Atmospheric Conditions | | X | | | |
| Vibration | | X | | | |

Travel Requirements

| Estimated Amount | Brief Description |
|------------------|-------------------|
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