



## **Facilities Equipment & Operations Department Supervisor**

The Allentown Parking Authority is a non-profit municipal Authority incorporated under the laws of the Commonwealth of Pennsylvania. It was established through legislation passed by the Allentown City Council. The Authority is governed by a five-member Board of Directors appointed by the Mayor of Allentown. The Allentown Parking Authority manages, supervises, and administers an efficient system of both on-street metered parking and off-street parking within the City of Allentown. The on-street program consists of 1500 metered spaces. The off-street parking program consists of six garages and 22 surface lots. Our mission is to operate, monitor, and maintain convenient and accessible parking facilities and on-street parking opportunities within the City of Allentown. The Allentown Parking Authority works to balance the parking needs of residents, employees, business and property owners, and visitors while enforcing parking ordinances and providing appropriate access to parking.

The FEOD Supervisor is responsible for overseeing the operation of the parking garages and all surface lots. The FEOD Supervisor reports directly to the Manager of FEOD. Hours of work will vary.

### **DUTIES INCLUDE BUT ARE NOT LIMITED TO:**

- Manage day to day maintenance of the garage equipment to include gate machinery, elevator, CCTV, lighting, and data/communication equipment.
- Maintenance of Authority vehicles and equipment.
- Ensuring invoicing is properly tracked and entered into accounting software.
- Financial responsibility to enter accurate information into spreadsheets.
- Tracking and reporting financial information to the FEOD Manager.
- Keeping track of inventory and FEOD equipment.
- Supervises the performance and work productivity of assigned staff; conducts hiring, disciplinary actions, and performance evaluations.
- All other duties as assigned by the FEOD Manager.
- Must be available for snow removal.
- Must be available to work in a variety of situations.
- Must be able to solve problems using facts and personal judgment.
- Must be able to react quickly in emergency situations and make decisions that may involve a great amount of money or the safety of others.

- Must be able to deal with the public, customers, and employees with tact and courtesy.
- Must be able to change activities frequently and cope with interruptions.
- Responsible for inspecting all decks and ensuring that subordinates and subcontractors are accomplishing their job duties.
- Ensure all vehicles and equipment needed are set up and ready prior to snow event.
- Manage on call essential employees and assign on a rotating basis.
- Maintain an accurate record-keeping system for departmental needs.
- Must be able to determine or interpret work procedures for a group of workers, assigning specific duties to them, maintaining harmonious relations among them.
- Assist with special projects.

### **REQUIREMENTS:**

- Previous supervisory experience or demonstrated potential.
- Must be able to deal with the public, customers and employees with tact and courtesy.
- Provide superior customer service and always represent the Authority in a professional manner.
- Must be able to respond to customer requests in a timely manner with a professional attitude.
- Experience with garage equipment preferred but not required.
- Knowledge and experience with Microsoft Outlook, Excel and Word.
- Ability to communicate effectively.
- Ability to establish and maintain effective and appropriate relationships with patrons, the public and surrounding businesses.
- Knowledge of the area's public/private parking industry preferred.
- Must be able to understand the technologies required in the work.
- Employee must be able to observe established rules and regulations.
- Employee must be able to present himself/herself to the public in a professional and courteous manner.
- Employee must be responsible, self-motivated, and self-disciplined.
- Employee must be able to organize and complete assigned tasks.
- Employee must have a valid PA driver's license.

- Employee must have a high school diploma or GED.
- Employee must be able to lift 25 pounds at a time.
- Employee must be able to physically perform repairs when needed.
- Employee must be able to sit at a desk for prolonged periods of time and work on a computer.
- Employee is required to operate motor vehicles in all weather conditions.
- Employee is an essential employee and is required to report to work and work outside in all weather conditions.

Starting Pay Rate Depends on Experience

**The Allentown Parking Authority is an affirmative action/equal opportunity employer and does not discriminate on the basis of age, color, disability, gender, gender identity, marital status, national or ethnic origin, race, religion, sexual orientation, or veteran status.**

Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_