



Pittsburgh **PARKING** Authority

The Value Parking Network

JOB DESCRIPTION

JOB TITLE: Garage Manager

CLASSIFICATION: FLSA Exempt

DEPARTMENT: Parking Services

REPORTS TO: Director

POSITION SUMMARY:

Position responsible for managing, coordinating and maintaining the operations of an in-house administered parking facility in an efficient and courteous manner in accordance with all Parking Authority guidelines and standards. This position requires the supervision of others.

MAJOR RESPONSIBILITIES AND DUTIES:

- Manage, implement and supervise all daily parking operations
- Organize, maintain, and reconcile various financial records, both manually and through automated methods
- Manage claims process, limit liability and maintain overall safety in the facility
- Train, supervise, counsel, schedule and evaluate garage attendant staff
- Assist in setup of special event parking programs
- Balance accounts and assists in preparing reports and statements
- Provide technical assistance and work direction to support personnel
- Maintenance of pay on foot revenue control equipment
- Up keep and maintenance of the facility
- Operate office equipment (e.g., computer terminal and peripheral equipment, calculator, copier, etc.)
- Prepare and record daily receipt deposits for transport by armored car carrier
- Assist in collecting, recording and depositing revenues received at the facility
- Prepare special reports in connection with fiscal records as assigned or required
- Work special projects as assigned or required
- Perform activities, functions and other related tasks and duties as assigned or required
- Administer and maintain lease parking program

REQUIRED KNOWLEDGE, SKILLS, ABILITIES:

- Ability to operate and maintain pay on foot revenue control equipment
- Skilled in maintenance and the up keep of a facility
- Ability to work all shifts
- Ability to operate a manual transmission vehicle (stick shift)
- Ability to direct the work of others if assigned or required
- Ability to log information and make mathematical computations quickly and accurately
- Knowledge of record-keeping procedures and practices
- Some knowledge of applicable laws, regulations and ordinances related to cashiering operations
- Some knowledge of personnel policies and procedures
- Knowledge and ability in the use of a calculator, computer and software applications
- Ability to maintain records and to prepare accurate reports and correspondence
- Good written and communication skills
- Ability to communicate effectively both written and verbally
- Ability to exercise initiative and sound judgment and to react with discretion under varying conditions
- Ability to establish and maintain effective and appropriate relationships with the public, City of Pittsburgh departments, other Authorities, agencies and employees
- Ability to be bonded

EDUCATION AND WORK EXPERIENCE REQUIREMENTS:

High school diploma or GED equivalent. At least six months of management, operation and maintenance of pay on foot revenue control equipment and parking lot experience. Associate or advanced degree with some general accounting course work is a plus.

CITY OF PITTSBURGH RESIDENCY:

Must show proof of City of Pittsburgh residency and remain a City resident throughout employment.

SPECIAL CERTIFICATES and LICENSES:

Must possess and maintain a current and valid Class C Pennsylvania Motor Vehicle Operator's Drivers License throughout employment.

MEDICAL EXAMINATION:

A medical examination may be required prior to appointment

BACKGROUND CHECK:

A background check will be conducted by the City of Pittsburgh Office of Municipal Investigation (OMI)

The Pittsburgh Parking Authority is an Equal Opportunity Employer