

Parking Lot Technical Manager

Definition:

The primary role of the Parking Lot Technical Manager is a professional, administrative, and supervisory role working directly under the Project Administrator/ Transportation Coordinator.

Supervision:

Work alongside Project Administrator/Transportation Coordinator to hire seasonal staff for booths including an Assistant Technical Manager.

Performs administrative functions of a responsible nature involving the administration of the Town Parking Lots and meters.

Supervises approximately 15 seasonal employees.

Job Environment:

Work conditions are subject to the elements.

Frequent contact with the public, public works, police department, and other town staff.

This job requires a significant amount of patience, compassion, and ability to work with the community.

Failure to adhere to this may result in the loss of Town revenue, danger to public health and safety, and poor public relations.

Essential Functions:

Administer, supervise, and coordinate all elements of the Park Access Control Revenue System (PARCS). Supervise all seasonal parking lot attendants, including, if necessary, the employment and termination of employees.

Helps Project Administrator/Transportation Coordinator develop and administer proper work protocol including training of employees.

Overseeing the collection of all kiosks and meters, collecting funds, and preparing the deposit for the Project Administrator/Transportation Coordinator.

Will require work on nights, weekends, and holidays

Recommended Minimum Qualifications:

Associate's degree;

One-two years in a supervisory role;

Massachusetts Class D Motor Vehicle Operators license;

Experience with general office procedure and in dealing with the public;

Or any equivalent combination of education and experience

Knowledge Ability and Skill:

Basic knowledge of the rules and regulations for the Provincetown Parking Department including the Traffic and Parking Regulations.

General knowledge of accounting and bookkeeping practices

Knowledge of the hearing process

Ability to deal effectively with the general public in an impartial manner

Ability to work independently with limited supervision

Ability to supervise upwards of fifteen (15) seasonal personnel

Ability to properly train staff

Ability to effectively operate a computer

Ability to troubleshoot electronic device problems

Physical Requirements:

This job may include standing or sitting for long periods of time in various weather conditions.

Hours/Salary

This is a 40/week seasonal position starting mid-March and going through Mid-November. Hourly Wage \$19.94 – \$20.34