



Facilities Equipment & Operations Manager

Job Overview

JOB DESCRIPTION	Planning and coordinating all installations and refurbishments, managing the upkeep of all Allentown Parking Authority (APA) equipment and supplies, maintaining day-to-day operations of APA facilities, such as delegating or completing maintenance orders creating reports on maintenance, repairs, safety and other occurrences for supervisors and other relevant staff, collaborate with upper management on budgeting for facility's needs.		
GENERAL PURPOSE	The principal function of this employee is responsible for managing the operation of the parking garages and all surface lots.		
ESSENTIAL DUTIES	Essential duties are not limited to be an exhaustive list of all responsibilities, duties and skills. They are intended to be accurate summaries of what the job involves and what is required to perform it. Employees are responsible for all other duties as assigned.	REPORTS TO: NAME/POSITION	Jon Haney Deputy Director

Position Details

FULL-TIME	EXEMPT EMPLOYEE
EXAMPLES OF WORK	<ul style="list-style-type: none"> • Instructs, assigns, schedules, manages, evaluates and disciplines assigned personnel. • Manages facility maintenance operations, monitors building and equipment conditions. • Supervises the performance and work productivity of assigned staff; conducts hiring, disciplinary actions, and performance evaluations. • Assists in development of operating procedures and ensures procedures are carried out. • Assists with special projects. • Must be able to plan and direct the work of others: • Must be able to determine or interpret work procedures for a group of workers, assigning specific duties to them, maintaining harmonious relations among them. A variety of responsibilities are involved in this function. • Must be able to understand the technologies required in the work. • Must be able to work with a variety of situations. • Must be able to solve problems using facts and personal judgement. • 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 activity frequently and cope with interruptions. • Responsible for the cleanliness of all APA decks and lots. • Responsible for inspecting all decks and lots ensuring that subordinates and subcontractors are accomplishing their job duties. • Make sure all vehicles and equipment needed are set up and ready prior to a snow event. • Be on call as assigned on a rotating basis. • Train those who will assist you in accomplishing all tasks that are assigned. • Provides training and professional development support to assigned staff. • Develop and maintain an accurate record keeping system for departmental needs. • Provide superior customer service and always represent the APA in a professional manner, responding to requests in a timely manner and with a professional attitude. • Aid in annual Budget preparation for Facilities Equipment & Operations Department.



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	<ul style="list-style-type: none"> • Responsible for cost control and revenue control. • Responsible for repair, maintenance, and maintenance staff. • Responsible and available for coordinating of snow removal. • Responsible for monitoring expenses and revenue on a regular basis, and effects operation changes as necessary to reduce costs and enhance revenue while offering quality parking services. • Responsible for the development and implementation of security procedures to prevent any irregular handling or loss of money. • Responsible for payroll. • Demonstrates a sense of urgency and timeliness.
<p>REQUIRED KNOWLEDGE, SKILLS AND ABILITIES</p>	<ul style="list-style-type: none"> • Relevant: 5 years (Preferred). • Management: 3 years (Preferred). • Associates degree from an accredited college or university or equivalent work experience. • Knowledge of some or all aspects of off-street operations: garage operations, financing, budgeting, revenue security, development, and construction. • Must have a valid PA Driver's License. • Knowledge and experience with Microsoft Outlook, Excel, and Word. • Ability to communicate effectively. • Ability to direct the work of others. • Ability to interact, train, and develop staff effectively. • Ability to maintain record and to prepare accurate reports and correspondence. • Ability to establish and maintain effective and appropriate relationships with parking patrons, the public and surrounding businesses. • Knowledge of the area's public/private parking industry.
<p>APA STANDARDS</p>	<p>Perform all work duties and activities in accordance with APA policies and procedures Other duties as assigned Comply with all policies, procedures, and regulations</p>
<p>ADDITIONAL REQUIREMENTS</p>	<p>This position requires that the employee communicate pertinent information with other supervisors, managers and directors. They must complete required reports and documentation. Must be willing to work a flexible schedule including nights, weekends and possibly holiday work in accordance with location and needs. This position requires 24/7 availability to respond to any APA related issues. APA has the right to add or remove any responsibilities as it deems necessary.</p>
<p>BENEFITS</p>	<ul style="list-style-type: none"> • Health insurance • Dental insurance • Vision insurance • Retirement plan • Paid time off (PTO) • Paid holidays