



Events/Facilities Equipment & Operations Supervisor

Acilities Job Overview

JOB DESCRIPTION	The omission of specific statements of the duties does not exclude the employee from work that is similar, related, or a logical assignment for this position. Other duties may be required, assigned, and expected commensurate with the needs of The Allentown Parking Authority, aka APA.		
GENERAL PURPOSE	The principal function of this employee is responsible for supervising 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	Robert Elston FEOD Manager

Position Details

FULL-TIME	EXEMPT EMPLOYEE
EXAMPLES OF WORK	<ul style="list-style-type: none"> • 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 able to work in 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 inspecting all decks and lots ensuring that subordinates and subcontractors



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	<p>are accomplishing their job duties.</p> <ul style="list-style-type: none"> • Make sure all vehicles and equipment needed are set up and ready prior to snow event. • They are to be on call as assigned 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.
<p>REQUIRED KNOWLEDGE, SKILLS AND ABILITIES</p>	<ul style="list-style-type: none"> • Previous supervisory experience or demonstrated potential. • Work experience with public contact. • Must have a high school diploma/GED. • Possession of valid PA driver's license. • Must be able to work with different kinds of people. • 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.
<p>APA STANDARDS</p>	<p>Perform all work duties and activities in accordance with APA policies and procedures Perform other duties as assigned by FEOD Manager. Comply with all policies, procedures, and regulations</p>
<p>ADDITIONAL REQUIREMENTS</p>	<p>While performing the duties of this job, the employee is frequently required to walk, stand, sit and talk or hear. The employee is required to use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is required to climb or balance; stoop, kneel, crouch, or crawl. -- The employee must frequently lift and/or move up to 50 pounds.</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 area events and needs. APA has the right to add or remove any responsibilities as they deem necessary.</p>
<p>BENEFITS</p>	<ul style="list-style-type: none"> • Health insurance • Dental insurance • Vision insurance • Retirement plan • Paid time off