

Parking Enforcement Lead (5332C)
University of California Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=133152>

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Posted Nov. 7, 2019, set to expire Mar. 5, 2020

Job Title	Parking Enforcement Lead (5332C)
Department	Parking & Transportation
Institution	University of California Berkeley Berkeley, California
Date Posted	Nov. 7, 2019
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Classified Staff
Academic Field(s)	Facilities/Maintenance/Transportation
Apply Online Here	https://apptrkr.com/1699207

Apply By Email

Job Description

Parking Enforcement Lead (5332C), Parking & Transportation

About Berkeley

The University of California, Berkeley, is one of the world's most iconic teaching and research institutions. Since 1868, Berkeley has fueled a perpetual renaissance, generating unparalleled intellectual, economic and social value in California, the United States and the world. Berkeley's culture of openness, freedom and acceptanceacademic and artistic, political and culturalmake it a very special place for students, faculty and staff.

Berkeley is committed to hiring and developing staff who want to work in a high performing culture that supports the outstanding work of our faculty and students. In deciding whether to apply for a staff position at Berkeley, candidates are strongly encouraged to consider the alignment of the Berkeley Workplace Culture with their potential for success at

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[url=https://apptrkr.com/get_redirect.php?id=1699207&targetURL=http://jobs.berkeley.edu/why-berkeley.html]http://jobs.berkeley.edu/why-berkeley.html.

Application Review Date

The First Review Date for this job is: November 18, 2019

Departmental Overview

The UC Berkeley Parking and Transportation Department provides a full range of parking and transportation services, serving a diverse community of more than 35,000 students and 15,000 faculty and staff in the City of Berkeley, at the heart of the San Francisco Bay Area.

Our Vision

In support of the University's core academic and public service mission, Parking and Transportation is dedicated to delivering transportation systems that complement long-term growth and development, and enhance and protect the physical attributes of the campus and surrounding area.

Our Mission

To improve the quality of life for the UC Berkeley community by providing safe, convenient, and well maintained parking and transportation options, while promoting and facilitating alternative modes of transportation.

Our Goals

- * Provide professional and highly responsive customer service
- * Ensure and facilitate vehicular access to the campus
- * Furnish sufficient parking to meet the needs of the growing campus community
- * Engage in proactive planning and development to support the university's long term plan
- * Forge cooperative partnerships with university and city departments to effect positive change
- * Enable responsible, effective, and efficient use of revenue and resources
- * Maintain optimal condition and safety of campus vehicles, roads, and facilities
- * Disseminate accurate and timely information
- * Administer parking enforcement to protect the parking privileges of permit holders and visitors
- * Implement sustainable transportation alternatives to reduce vehicle congestion and promote clean air
- * Promote continuous improvement of systems, processes, and procedures

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To learn more about Parking & Transportation, please visit

[url=https://apptrkr.com/get_redirect.php?id=1699207&targetURL=https://pt.berkeley.edu/home]https://pt.berkeley.edu/home

Responsibilities

Parking Enforcement is a seven-day a week, day/night operation that encompasses a fifteen hour a day period of operation. The Lead Parking Representative functions under the general direction of the Parking Supervisor and/or Field Operations Manager. This position is responsible for performing daily parking enforcement activities, including work direction of four (4) or more Parking Representatives. This includes issuing parking citations and warning notices, public contact, assisting with the oversight of special events, performing corrective maintenance on parking control equipment, providing motorist assists. Serves as a working field supervisor during shifts when a Senior Parking Supervisor is normally not present, and in the absence of the Senior Parking Supervisor. This position also has the primary supervisory responsibility of the Sunday and Monday night enforcement, the Saturday morning enforcement, and maintenance staff on those shifts. The incumbent is also expected to routinely patrol various beats from a variety of vehicles including truck, car, motor scooter and bicycle.

Responsibilities include but are not limited to:

- * Issues parking citations and warning notices to vehicles in violation of the California Vehicle Code and University of California, Berkeley parking rules and regulations.
- * Maintains an intimate working knowledge of up to 85 various parking permit types for the Berkeley campus and other UC affiliates.
- * Interprets policies and procedures that govern citation issuance. Issue parking citations and warning notices using a computerized hand held citation writer in accordance with department policies and procedures.
- * Maintains working knowledge of kiosk permit issuance policies and procedures, and campus parking lots, structures and building locations.
- * Operates two-way radio using phonetic alphabet and radio codes in accordance with Federal Communications Commission regulatory guidelines.
- * Monitors radio calls from the maintenance unit, UCPD, and Student Leaders in order to respond to problems and/or questions.
- * Inspect and report lot conditions while carrying out daily patrol activities.
- * Under the direction of the supervisor, immobilizes (boot) or investigates the need for, and requests towing by UCPD of illegally parked vehicles ensuring every effort has been made to notify the registered owner.
- * Provides parking information and/or assistance to campus community and visitors.
- * Performs minor corrective maintenance on parking control equipment that has malfunctioned.

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- * Provides motorist assistance to University employees and visitors, including jump starts.
- * Prepares daily activity reports such as Night and Weekend Shift Activity Reports, Incident & Accident Reports, Boot/Release Checklist.
- * Conducts pre-shift job assignments and information briefings, providing staff with materials and equipment to carry out assignments.
- * Oversees the Sunday and Monday night shift, and Saturday day shift activities of enforcement and maintenance staff. As appropriate, reassign duties to meet department needs.
- * Responds to calls from the maintenance and transit units, UCPD, and Parking Administrative special event coordinators.
- * Monitors the issuance of parking citations and warnings; interprets policies and procedures that govern citation issuance.
- * Ensures adherence to department policies, work rules, work ethics, operational procedures and standards of performance.
- * Resolves complaints regarding parking citations issued by enforcement staff.
- * Ensures that staff are trained to properly investigate the need for the request of vehicle tows as needed/appropriate, vehicle immobilization (booting) and immobilization reports, motorist assists including jump starts, and use of computerized hand held citation writers.
- * Investigates the need for and requests towing of illegally parked vehicles by UCPD in the areas of responsibility, ensuring every effort has been made to notify the registered owner, or at the incumbents discretion in an emergency.
- * Assists with securing revenue collected from parking ticket machines.
- * Ensures effective communication on operational status to the next shift supervisor when they arrive.
- * In the absence of the supervisor, oversees the daily activities of the Parking Enforcement staff. Schedules daily assignments to ensure coverage of enforcement beats during the day, night and weekend shift operations; runs and prints various citation reports.
- * Assists in supervising special event staff during scheduled night and weekend events.
- * Assists in supervising night and weekend gate attendants at campus entry kiosks. Assists in ensuring that parking permits are properly issued to University affiliates and visitors.
- * As assigned, collects money for booted or towed vehicles from University controlled parking locations. Records and Secures payment in accordance with established procedures.
- * Supervises and conducts parking lot survey for space inventory, occupancy, and other information as needed.
- * Assists with the hiring and training of new employees.
- * Serves on unit or department committees.
- * Responds to campus emergency situations, such as earthquakes, fire, weather-related hazards, after normal hours, on weekends and holidays as required.

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Required Qualifications

- * Minimum of 3 to 5 years of experiences in a similar role and/or environment.
- * Knowledge of the California Vehicle Code.
- * Previous experience and strong skills in leadership, motivation of staff and team-building.
- * Extensive customer service experiences and the ability to communicate with people of diverse backgrounds.
- * Ability to effectively communicate verbally and in writing.
- * Working knowledge of Microsoft Word and Excel.

Preferred Qualifications

- * Previous experience in parking enforcement.
- * Knowledgeable of the Radio 10-Code.

Salary & Benefits

This is a non-exempt, bi-weekly paid position. The hourly pay will be commensurate with experience, within the Union negotiated rates of \$19.45 - \$28.88 / Step 1.0 - Step 21.0.

For information on the comprehensive benefits package offered by the University visit:

[url=https://apptrkr.com/get_redirect.php?id=1699207&targetURL=http://ucnet.universityofcalifornia.edu/compensation-and-benefits/index.html]http://ucnet.universityofcalifornia.edu/compensation-and-benefits/index.html

How to Apply

Please submit your cover letter and resume as a single attachment when applying.

Driving Required

A valid driver's license and DMV check for driving record is required.

Other Information

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This position is governed by the terms and conditions in the agreement for the Service Unit (SX) between the University of California and the American Federation of State, County and Municipal Employees (AFSCME). The current bargaining agreement manual can be found at:

[url=https://apptrkr.com/get_redirect.php?id=1699207&targetURL=http://ucnet.universityofcalifornia.edu/labor/units/sx/index.html]http://ucnet.universityofcalifornia.edu/labor/bargaining-units/sx/index.html

Conviction History Background

This is a designated position requiring fingerprinting and a background check due to the nature of the job responsibilities. Berkeley does hire people with conviction histories and reviews information received in the context of the job responsibilities. The University reserves the right to make employment contingent upon successful completion of the background check.

Equal Employment Opportunity

The University of California is an Equal Opportunity/Affirmative Action Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, or protected veteran status. For more information about your rights as an applicant see:

[url=https://apptrkr.com/get_redirect.php?id=1699207&targetURL=http://www.eeoc.gov/employers/upload/pos

For the complete University of California nondiscrimination and affirmative action policy see:

[url=https://apptrkr.com/get_redirect.php?id=1699207&targetURL=http://policy.ucop.edu/doc/4000376/Nondis

To apply, visit

[url=https://apptrkr.com/1699207]https://careerspub.universityofcalifornia.edu/psp/ucb/EMPLOYEE/HRMS/c/H

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

N/A

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