

Parking Enforcement Supervisor (5038U), Parking &
Transportation - 71136
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=242549>

Downloaded On: Aug. 10, 2024 1:27pm

Posted Aug. 2, 2024, set to expire Nov. 28, 2024

Job Title	Parking Enforcement Supervisor (5038U), Parking & Transportation - 71136
Department	
Institution	University of California, Berkeley Berkeley, California
Date Posted	Aug. 2, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Facilities/Maintenance/Transportation
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Job Description

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About Berkeley

At the University of California, Berkeley, we are committed to creating a community that fosters equity of experience and opportunity, and ensures that students, faculty, and staff of all backgrounds feel safe, welcome and included. Our culture of openness, freedom and belonging make it a special place for students, faculty and staff.

The University of California, Berkeley, is one of the world's leading institutions of higher education, distinguished by its combination of internationally recognized academic and research excellence; the

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transformative opportunity it provides to a large and diverse student body; its public mission and commitment to equity and social justice; and its roots in the California experience, animated by such values as innovation, questioning the status quo, and respect for the environment and nature. Since its founding in 1868, Berkeley has fueled a perpetual renaissance, generating unparalleled intellectual, economic and social value in California, the United States and the world.

We are looking for equity-minded applicants who represent the full diversity of California and who demonstrate a sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds present in our community. When you join the team at Berkeley, you can expect to be part of an inclusive, innovative and equity-focused community that approaches higher education as a matter of social justice that requires broad collaboration among faculty, staff, students and community partners. In deciding whether to apply for a position at Berkeley, you are strongly encouraged to consider whether your values align with our [Guiding Values and Principles](#), our [Principles of Community](#), and our [Strategic Plan](#).

At UC Berkeley, we believe that learning is a fundamental part of working, and our goal is for everyone on the Berkeley campus to feel supported and equipped to realize their full potential. We actively support this by providing all of our staff employees with at least 80 hours (10 days) of paid time per year to engage in professional development activities. To find out more about how you can grow your career at UC Berkeley, visit grow.berkeley.edu.

Departmental Overview

Parking & Transportation (P&T) issues all parking permits, (averaging 30,000 per year), for parking lots controlled by the University of California, Berkeley. The Field Operations Division is responsible for the enforcement and maintenance of all parking areas. Enforcement of parking rules and regulations is in accordance with the California Vehicle Code (CVC) and University of California, Berkeley policy, on a seven day per week, 24-hour operation basis. P&T is responsible for the control of approximately 5500 parking spaces with an annual revenue of \$5.0 million from the sale of parking permits and issuance of parking citations, and provides permits and staffing for campus entry gates and special events. Parking and Transportations Transit Unit provides transportation services for campus employees, students, faculty and visitors to the Central, Perimeter and Hill areas of campus on four to five different routes, and Night Safety Transportation on four different routes.

Application Review Date

The First Review Date for this job is: Monday, August 5, 2024

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Responsibilities

- Maintain an intimate working knowledge of parking permit types for the Berkeley campus and other UC affiliates, parking lots, structures and building locations, and an intimate working knowledge of criteria for all parking violations.
- Conduct pre-shift informational briefings and work assignments, ensuring that staff are provided with all materials and equipment needed to carry out their assignments.
- Prepare and distribute daily activity reports including all parking activity for each day.
- Issue parking citations and warning notices to vehicles in violation of the California Vehicle Code and University of California, Berkeley parking rules and regulations, and monitor the issuance of parking citations and warnings, ensuring adherence to department policies, work rules, work ethics, operational procedures and standards of performance.
- Interpret policies and procedures that govern citation issuance.
- Provide information to visitors and resolve customer complaints surrounding parking and citations.
- Oversee and Immobilize (boot) illegally parked vehicles ensuring every effort has been made to notify the registered owner, and request UCPD to impound vehicles that remain booted beyond deadline dates.
- Request towing of illegally parked vehicles in the areas of responsibility, and giving proper notice to the legal owner, or at the incumbent's discretion in an emergency.
- Operate two-way radio using phonetic alphabet and radio codes in accordance with Federal Communications Commission regulatory guidelines.
- Monitor radio calls from P&T enforcement, maintenance special event and transit units, and UCPD, in order to respond to problems and/or questions.
- Inspect and report poor lot conditions including signage, ground markings malfunctioning and or damaged parking equipment while carrying out daily patrol activities.
- Provide training in the proper use of all vehicles and equipment used to perform tasks, and monitor the use of vehicles and equipment for compliance with department and state safety standards, unit operational guidelines and California Vehicle Codes.
- Supervise and conduct parking lot surveys for space inventory, occupancy, and provides other information as needed for planning.
- Hiring and training of new employees.
- Serve on interview panels for recruitment of parking enforcement and other P&T positions.
- Complete staff performance reviews and conduct corrective action as appropriate.

Required Qualifications

- Minimum 2 Years Parking Enforcement Supervisory or Equivalent Experience.

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- Experience with:
- General clerical skills including ability to use a fax machine, copier, conference phones, etc.
- Communication skills, written and verbal.
- Organizational skills with attention to detail.
- Microsoft Office technology; Word, Excel, PowerPoint, Outlook.

Education/Training:

- Bachelor's degree in related area and / or equivalent experience / training.

Salary & Benefits

For information on the comprehensive benefits package offered by the University, please visit the University of California's [Compensation & Benefits](#) website.

Under California law, the University of California, Berkeley is required to provide a reasonable estimate of the compensation range for this role and should not offer a salary outside of the range posted in this job announcement. This range takes into account the wide range of factors that are considered in making compensation decisions including but not limited to experience, skills, knowledge, abilities, education, licensure and certifications, analysis of internal equity, and other business and organizational needs. It is not typical for an individual to be offered a salary at or near the top of the range for a position. Salary offers are determined based on final candidate qualifications and experience.

The budgeted salary or hourly range that the University reasonably expects to pay for this position is \$66,700.00 - \$91,600.00.

- This is a 100%, full-time (40 hours per week), career position that is eligible for full UC benefits.
- This position is exempt and paid monthly.

How to Apply

To apply, please submit your resume and cover letter.

Conviction History Background



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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.

Driving Required

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

Diversity Statement

Please include, as part of your application a brief (1-2 paragraph) statement on your contributions to diversity, equity, inclusion, and belonging in your professional experience.

Advancing diversity, equity, and inclusion are fundamental to our UC Berkeley Principles of Community, which states that "every member of the UC Berkeley community has a role in sustaining a safe, caring, and humane environment in which these values can thrive."

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, please see [the U.S. Equal Employment Opportunity Commission](#) poster.

For the complete University of California nondiscrimination and affirmative action policy, please see the University of California [Discrimination, Harassment, and Affirmative Action in the Workplace](#) policy.

To apply, visit

https://careerspub.universityofcalifornia.edu/psc/ucb/EMPLOYEE/HRMS/c/HRS_HRAM_FL.HRS.CG_S



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Contact Information

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

Contact

N/A

University of California, Berkeley

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