

**Parking Enforcement Supervisor (5038U), Parking &
Transportation - 78009
University of California, Berkeley**

Direct Link: <https://www.AcademicKeys.com/r?job=257232>

Downloaded On: Jun. 12, 2025 6:12am

Posted May 21, 2025, set to expire Jul. 1, 2025

Job Title	Parking Enforcement Supervisor (5038U), Parking & Transportation - 78009
Department	Parking & Transportation
Institution	University of California, Berkeley Berkeley, California
Date Posted	May 21, 2025
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/6240706

Apply By Email

Job Description

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Parking Enforcement Supervisor (5038U), Parking & Transportation - 78009

About Berkeley

At the University of California, Berkeley, we are dedicated to fostering a community where everyone feels welcome and can thrive. Our culture of openness, freedom and belonging make it a special place for students, faculty and staff.

As a world-leading institution, Berkeley is known for its academic and research excellence, public mission, diverse student body, and commitment to equity and social justice. Since our founding in 1868, we have driven innovation, creating global intellectual, economic and social value.

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We are looking for applicants who reflect California's diversity and want to be part of an inclusive, equity-focused community that views education as a matter of social justice. Please consider whether your values align with our [Guiding Values and Principles](#), [Principles of Community](#), and [Strategic Plan](#).

At UC Berkeley, we believe that learning is a fundamental part of working, and provide space for [supportive colleague communities via numerous employee resource groups](#) (staff organizations). 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 full-time staff employees with at least 80 hours (10 days) of paid time per year to engage in professional development activities. Find out more about how you can [grow your career](#) at UC Berkeley.

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 Transports 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.

This position is responsible for the direct supervision of one Lead Parking Representative, three or more Senior Parking Representatives, and performing daily parking enforcement activities, including issuing parking citations and warning notices, public contact, assisting with the oversight of special events, performing corrective maintenance on parking control equipment. This position is primarily responsible for the supervision of the Tuesday through Saturday Night and Weekend enforcement staff, and maintenance staff in the absence of their supervisor.

Application Review Date

The First Review Date for this job is: June 2, 2025

Responsibilities

- Maintain an intimate working knowledge of parking permit types for the Berkeley campus and

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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.
- 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.
- Request UCPD to impound vehicles that remain booted beyond deadline dates.
- Request towing of illegally parked vehicles in the areas of responsibility, and give proper notice to the legal owner, or use 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, and 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.
- 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 provide other information as needed for planning.
- Hire and train 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
- License Plate Recognition (LPR) Systems
- Wireless Handheld and Printer Citation Issuing Devices
- Parking Citation Databases

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- Parking Violations
- Pay by Phone, Pay by License Plate and Pay Station Machines
- Radio Codes
- Parking Permit Designation Systems
- Public Parking and Event Parking Operations, preferably in a college campus environment.
- 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 range that the University reasonably expects to pay for this position is \$66,700.00 - \$91,000.00. The full pay scale for this job classification is \$66,700.00 - \$116,500.00.
- This is an exempt, monthly-paid position.
- This is a full-time, Career position that is eligible for full UC benefits.

How to Apply

To apply, please submit your resume and cover letter.

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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.

Driving Required

Required to hold valid driver's license, have a driving record that is in accordance with local policies/procedures, and/or enroll in the California Employer Pull Notice Program.

SB 791 and AB 810 Misconduct Disclosure

As a condition of employment, the final candidate who accepts a conditional offer of employment will be required to disclose if they have been subject to any final administrative or judicial decisions within the last seven years determining that they committed any misconduct; received notice of any allegations or are currently the subject of any administrative or disciplinary proceedings involving misconduct; have left a position after receiving notice of allegations or while under investigation in an administrative or disciplinary proceeding involving misconduct; or have filed an appeal of a finding of misconduct with a previous employer.

"Misconduct" means any violation of the policies or laws governing conduct at the applicant's previous place of employment, including, but not limited to, violations of policies or laws prohibiting sexual harassment, sexual assault, or other forms of harassment, discrimination, dishonesty, or unethical conduct, as defined by the employer. For reference, below are UC's policies addressing some forms of misconduct:

[UC Sexual Violence and Sexual Harassment Policy](#)

[UC Anti-Discrimination Policy](#)

[Abusive Conduct in the Workplace](#)

Other Information

This is not a visa opportunity.

Equal Employment Opportunity

The University of California is an Equal Opportunity Employer. All qualified applicants will receive

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consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, age, protected veteran status, or other protected status under state or federal law.

To apply, visit

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

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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