

Senior Parking Services Attendant  
University at Buffalo, The State University of New York

Direct Link: <https://www.AcademicKeys.com/r?job=229175>

Downloaded On: May. 16, 2024 1:08pm

Posted Jan. 19, 2024, set to expire Aug. 4, 2024

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|-----------------------------|---|
| <b>Job Title</b>            | Senior Parking Services Attendant   |
| <b>Department</b>           | Parking and Transportation Services   |
| <b>Institution</b>          | University at Buffalo, The State University of New York<br>Buffalo, New York                              |
| <b>Date Posted</b>          | Jan. 19, 2024   |
| <b>Application Deadline</b> | Open until filled   |
| <b>Position Start Date</b>  | Available immediately   |
| <b>Job Categories</b>       | Professional Staff  |
| <b>Academic Field(s)</b>    | Facilities/Maintenance/Transportation   |
| <b>Job Website</b>          | <a href="https://www.ubjobs.buffalo.edu/postings/47653">https://www.ubjobs.buffalo.edu/postings/47653</a> |

**Apply By Email**

**Job Description**

The University at Buffalo's [Parking and Transportation Services](#) department is seeking a Senior Parking Services Attendant to lead South and Downtown Campus parking efforts in the field.

In this position, you will:

- Perform a full range of supervisory duties for Parking Services Attendants, including performance evaluations, time and attendance, and staff development. You will also audit citation issuance and ensure zones are effectively covered. You will handle customer concerns or complaints referred by Parking Services Attendants.
- Provide parking enforcement, concentrating on the South and Downtown Campuses, within lots, on roadways, etc.; provide directions and assistance to guests and visitors, responding in a courteous and pleasant manner. Such inquiries may regard parking fees, permits, enforcement, busing/shuttles, special events and locations of personnel/offices. You must courteously and

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accurately relate information and have thorough knowledge of university geography/operations. You will assist with providing parking guidance and information at campus special events and regularly provide lot capacity counts and reports.

- Collection of fees (daily & annual) from faculty, staff, students, and visitors seeking to utilize campus parking and visitor services, and assistance with parking meter collections will be expected in this position. You will contribute to maintaining adequate supplies; recording and depositing daily fees; keeping records and deposit documents up-to-date; reporting the data in a neat and organized manner. In this position, you will be responsible for the maintenance of lot equipment on the South and Downtown Campuses i.e. signage, delineators, meters, lot gates, visitor booth, etc., contacting a supervisor or appropriate university personnel to correct equipment malfunctions in a timely manner.
- Attend occasional departmental and campus partner meetings to assist with event planning as it pertains to parking and also perform additional duties/tasks as deemed appropriate by department.

### **Outstanding Benefits Package**

Working at UB comes with benefits that exceed salary alone. There are personal rewards including comprehensive health and retirement plan options. We also focus on creating and sustaining a healthy mix of work, personal and academic pursuit - all in an effort to support your work-life effectiveness. We support your growth and development through our career coaching and training department and we qualify as a public service loan forgiveness organization. Learn more about our [benefits website](#).

### **About The University at Buffalo**

The University at Buffalo (UB) #ubuffalo is one of America's leading public research universities and a flagship of the State University of New York system, recognized for our excellence and our impact. UB is a premier, research-intensive public university dedicated to academic excellence. Our research, creative activity and people positively impact the world. Like the city we call home, UB is distinguished by a culture of resilient optimism, resourceful thinking and pragmatic dreaming that enables us to reach others every day. Visit our website to learn more about the [University at Buffalo](#).

University at Buffalo is an affirmative action/equal opportunity employer and, in keeping with our commitment, welcomes all to apply including veterans and individuals with disabilities.

### **Contact Information**

Please reference Academickeys in your cover letter when

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applying for or inquiring about this job announcement.

**Contact**

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