AUBURN
Human Resources

Rep I, Parking Services

Job Description

JOB INFORMATION

Job Code	NA06A
Job Description Title	Rep I, Parking Services
Pay Grade	TR04
Range Minimum	$28,260
33rd %	$31,560
Range Midpoint	$33,210
67th %	$34,860
Range Maximum	$38,150
Exemption Status	Non-Exempt
Approved Date:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	5/8/2018

JOB FAMILY AND FUNCTION

Job Family:	Transportation
Job Function:	Parking & Transit Services

JOB SUMMARY

Monitors and enforces Auburn University parking rules and regulations to maintain the integrity of and ensure compliance with University parking on a year round basis.

RESPONSIBILITIES

- Communicates with and provides assistance to students and public regarding parking rules, directions, etc.
- Monitors University parking lots and issues citations for parking violations.
- Determines if a parking violation has occurred with the assistance of the license plate recognition computer application in Parking Services vehicles.
- Determines if a vehicle should be towed or wheel-locked. Adheres wheel-lock to vehicle when appropriate.
- Assists with the movement, set-up, and take down of parking barricades, cones, signs, and bollards.
- Participates in continuous training on policies, procedures, and equipment regarding Auburn University parking rules and regulations.
- Directs traffic as needed.

The responsibilities listed above show the typical duties for jobs in this classification. Actual tasks may differ depending on the department's needs. Other similar duties may be assigned with discretion of the supervisor. Not every duty will apply to every position, and the amount of time spent on each task can change based on department needs.

SUPERVISORY RESPONSIBILITIES

Supervisory Responsibility	May be responsible for training, assisting or assigning tasks to others. May provide input to performance reviews of other employees.

MINIMUM QUALIFICATIONS

To be eligible, an individual must meet all minimum requirements which are representative of the knowledge, skills, and abilities typically expected to be successful in the role. For education and experience, minimum requirements are listed on the top row below. If substitutions are available, they will be listed on subsequent rows and may only to be utilized when the candidate does not meet the minimum requirements.

MINIMUM EDUCATION & EXPERIENCE

Education Level	Focus of Education		Years of Experience	Focus of Experience	
High School Diploma or GED	High School Diploma or equivalent	and	0 years of	Experience in parking, ticketing, and/or other regulation enforcement.	

Substitutions Allowed for Experience	Yes
Substitution allowed for Experience: When a candidate has the required education, but lacks the required experience, they may normally apply additional appropriate education toward the experience requirement, at a rate of one (1) year relevant education per year of required experience.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Follows detailed instructions and procedures.	

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Desired	
DL NUMBER - Driver License, Valid and in State	must pass the state driving exam to operate a state vehicle (DDC).	within 120 Days	Required	

PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category:	Other

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
Standing					X	
Walking					X	
Sitting				X		
Lifting	X					
Climbing			X			
Stooping/ Kneeling/ Crouching			X			
Reaching				X		
Talking					X	
Hearing					X	
Repetitive Motions				X		
Eye/Hand/Foot Coordination				X		

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Extreme cold				X	
Extreme heat				X	
Humidity				X	
Wet				X	
Noise				X	

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Hazards				X	
Temperature Change				X	
Atmospheric Conditions				X	
Vibration				X	

Vision Requirements:
Ability to see information in print and/or electronically and distinguish colors.