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# Example of Parking Manager Job Description

Our innovative and growing company is searching for experienced candidates for the position of parking manager. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for parking manager

* Work closely with Harvard Athletics including participating in bi-weekly event meetings and attends all major event meetings Special Olympics, football meetings, swim meets and other Harvard affiliated and non-affiliated events
* Oversees upkeep on Parking Services vehicles, ensuring they are in proper working order
* Oversee and manage both the labor and non-labor budgets
* Train and develop multiple facility managers and supervisors to build an effective management team
* Ensure proper staffing and initiate strategic placement of employees to maximize efficient operation of parking garages
* Implement company policies and procedures fairly and consistently
* Ensure fair and equitable treatment of all employees within the branch
* Ensure that all actions taken are legal, fit within company policy and are properly documented
* Provide excellent customer service and handle customer complaints with professionalism
* Ensure the timely completion of required paperwork from each location and that all audit controls are in place

## Qualifications for parking manager

* Occasionally use hands to finger, handle or feel objects, tools or controls
* Occasionally be exposed to work near moving mechanical parts
* 3-5 years parking and transportation experience and 1-3 years management experience required
* At least 5 years of experience managing parking operations
* Experience with complex parking equipment concepts and valet parking software knowledge
* Completion of NIMS compliant ICS 100HC, 200HC, 700 & 800 courses or state equivalent