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# Example of Parking Supervisor Job Description

Our growing company is searching for experienced candidates for the position of parking supervisor. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for parking supervisor

* Directly supervisors parking attendants, porter, valet attendants, and concierge
* Personally manages cash handling and department protocols and policy implementation
* Provides daily cash handling for deposits and change requests
* Ensures monthly invoices are sent out on the first of every month to parking patrons who pay monthly
* Ensures parking facilities are maintained in a clean, safe, and secure manner at all times
* Monitors parking levels both by employees and transient customers to ensure optimal operation and usage of all parking facilities
* Works closely with other department heads, employees, patients, and visitors to ensure department related issues and incidents are handled promptly and to customer’s satisfaction
* Performs other duties as requested by the Director of Security Services or the Associate Administrator
* Lead the daily activities of Parking Enforcement Officers
* Conduct daily briefings and inspections

## Qualifications for parking supervisor

* Complete required reports, set productivity goals, and provide training to officers
* Schedule and monitor the duties of team members
* Provide excellent customer service and handle concerns with professionalism
* Position requires constant walking and standing
* Combination 1-2 years previous experience in similar role
* Must possess excellent communication and interpersonal skills, with the ability to express oneself in a professional, clear and concise fashion