Downloaded from <https://www.velvetjobs.com/job-descriptions/parking-supervisor>

# Example of Parking Supervisor Job Description

Our innovative and growing company is looking to fill the role of parking supervisor. 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 supervisor

* Call event coordinator and confirm numbers and times for event at least 48 hours before each event
* Become familiar with event at hand including expected attendance and other basic details that could facilitate parking job
* Answer questions customers may have while parking and pass answers to rest of parking crew in a timely manner
* Arrive 30 minutes before the crew to check in with event coordinator for any special instructions concerning the event
* Set cones and barricades in proper locations
* Pick up other necessary equipment
* Check-in parking staff immediately upon their arrival
* Work with exterior police officers to coordinate flow of traffic for event
* Periodically drive around parking lot to ensure crew members are at their assigned post
* Check with event coordinator concerning break times for parking team

## Qualifications for parking supervisor

* Must have 6 months to 1 year experience in parking
* Must be ready at all times to ensure clear communication with events coordinator, police, and building manager
* See duties of parking crew
* Responsible for the hiring, selection, training, motivation, evaluation, disciplinary action, and termination of all transportation employees
* Responsible for the courteous and expedient handling of guest complaints
* Plans, organizes and develops major special event arrivals/departures, VIP arrivals and group arrivals/departures