



POSITION TITLE: Parking/Fleet Manager

Updated: April 2017

GRADE: (F)

FLSA STATUS: Exempt

REPORTS TO: Director of Operations

POSITION SUMMARY:

Oversee the operations of the PDA parking program, which includes 800+ stalls in two connected parking garages and 2 surface lots. The PDA Parking operation brings in revenues in excess of 3 million dollars a year and has an operating budget including debt service of over a million dollars a year. Develop the annual parking projections for volume, revenue and expenditures. Track revenue and expenditures and recommend modifications to rates when seasons or revenue streams dictate. Develop and oversee all parking promotional programs. Supervise daily operation and staff for PDA parking operations.

ESSENTIAL FUNCTIONS:

- Develop the annual garage revenue forecasts, including rate projections for daily and monthly parking for the coming year. Develop the operating budget, oversee cost containment to ensure annual meeting of Garage performance goals. Make recommendations to the Director of Operations on budget matters.
- Routinely and consistently analyze and interpret trends in parking volumes and revenues to be alert to Market changes and as a basis for formulating and revising parking rate structures and strategies. Provide regular reports and recommendations to the Operations Director.
- Oversee use of automated parking program designed for garage operations. Maintain the requirements for data security, audit controls, and cash management procedures.
- Supervise assignment of duties, hiring and firing of parking attendants, and regular staff evaluations. Supervise garage and parking lot attendants to ensure jobs are performed in timely and efficient manner.
- Assign staff and be responsible for opening and closing procedures for the garage at the beginning and end of each business day. Coordinate such work with PDA maintenance, janitorial and security personnel as required.
- Ensure parking staff are familiar with PDA employment procedures and parking operation policies. Ensure compliance with those procedures within operation of parking unit.

- Ensure all daily deposits and staff shift reports are completed thoroughly according to instructions provided by accounting and other written procedures.
- Ensure the proper maintenance and repair of all garage equipment, fixtures, facilities and signage, including maintaining a capital reserve, planning for equipment replacement, and ensuring close coordination with the Maintenance Department to ensure timely repairs.
- Ensure that security in the garage is maintained at a high level through regular review of garage security needs with the Security Department.
- Develop and recommend to the Operations Director additional revenue opportunities and program services for parking patrons.
- Follow accounting and audit controls as required to control inventory of tickets, vouchers, coupons, and other parking related equipment.
- Maintain garage supplies and files current and in good order.
- Maintain good relations with PDA staff, the Market community and the public.
- Perform other duties assigned.

QUALIFICATIONS:

Three years management experience in the operations of a parking business (or a similar setting), with emphasis on meeting or exceeding annual revenue goals. Demonstrated experience in monitoring and controlling costs of an operating budget of over a million dollars annually. Proficiency in computer program data base management. Demonstrated supervisory skills, including employee hiring, training, and discipline. Demonstrated customer service skills. Excellent communication skills with customers, staff, and management. Evidence of experience in marketing and promotion of business ideas preferred. Positive, people oriented philosophy.

WORK ENVIRONMENT/PHYSICAL DEMANDS:

Work is performed in both a busy office setting and on site at the garages. Must be ambulatory, able to walk long distances on uneven surfaces, climb stairs, work in confined space for long periods of time, operate a phone, computer, carry on person and use 2-way radio, carry or lift 20 pounds, carry and lift sandwich/signage boards, and work outside in Pacific Northwest weather. Work environment is fast-paced and requires the ability to work under pressure. Must be able to work off normal hours and days.

The Pike Place Market PDA is an equal opportunity employer and encourages applications from persons of diverse backgrounds and perspectives.