Coordinator, Parking Operations
Job Description

JOB INFORMATION

Effective Date	7/26/2022
Job Code:	3280
Job Title:	Coordinator, Parking Operations
Salary Grade/Structure:	030 - Admin-Professional
Career Level Name:	P1 - Entry Professional
FLSA Name:	Exempt
EEO Code:	10-Exec, Admin, Mgmt
Job Function:	Facilities
Job Family:	Parking/Transportation
Job Summary	The Coordinator, Parking Operations is responsible for the shuttle operation, transit scheduling and traffic flow analysis. Is the training coordinator for the entire department as well as training all positions. Is the weekend and event coordinator for the department. Is the backup for ePAR and ePRF. Directing up to 20 student workers with their work schedules and various job duties. Backup on the department daily analysis and reconciliations. Oversees Customer Service Reps and Parking Information Booth. Assists with the software management of T2, Boss and ParkMobile systems.

COMPETENCIES

Competencies

Please refer to the UHCL Human Resources webpage for UHCL core competencies for all eligible job levels.

QUALIFICATIONS

Education

Education Level	Education Details	Required/ Preferred	
Bachelor's Degree		Required	

Work Experience

Experience	Experience Details	Required/ Preferred	
Some	Minimum three years of business or clerical experience.	Required	
Considerable	Experience in Microsoft Suite (Word, Excel etc.) Experience with T2 - Boss Systems, T2 Flex, and ParkMobile 360.	Preferred	

Licenses and Certifications

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Preferred	

Knowledge, Skills and Abilities

	KSAs	Proficiency
•	Must be familiar with reconciling cost center, accounts, etc.	Basic
•	Working knowledge of PeopleSoft Financial and processing all eFORMS.	Basic
•	Knowledge of T2 Flex, Boss, and ParkMobile systems.	Basic
•	Excellent knowledge of Microsoft Office (Word, Excel, and PowerPoint).	Proficient
•	Ability to build and use databases to increase efficiency.	Proficient
•	Ability to handle irate customers on the phone and in person.	Proficient
•	Ability to drive and train employees on a 12 seat shuttle bus.	Proficient
•	Able to supervise and train student workers in all department positions.	Proficient

JOB RESPONSIBIILTIES

Campus Security Authority   ☒

Remote Work Capable   ☐

Essential Functions

	Essential Function	% TIME
•	Responsible for providing general administrative support to the department.	20%
•	Trains all positions within the Parking and Transportation Department.	20%
•	Manage shuttle operation, transit and traffic flow scheduling and analysis.	15%
•	Daily, weekly and monthly employee and event schedules.	10%
•	Process PeopleSoft eFORMS including analysis and reconciliations.	5%
•	Manage parking software including; T2, Boss and ParkMobile systems.	5%
•	Fleet management for the department.	5%
•	Creates and produces special presentations and information such as agendas, packets and overheads.	5%
•	Assists with coordination and implementation of special events, projects and programs.	10%
•	Other related duties as assigned.	5%

PRE-EMPLOYMENT

MVR:	Yes
Criminal History:	Yes
Physical Exam:	No
Hearing Exam:	No
Pulmonary Function Test:	No

PHYSICAL DEMANDS/WORKING CONDITIONS

Office and Administrative Support

Physical Demands

Physical Demand	N/A	Rarely	Occasionally	Frequently	Constantly	Weight
Standing			X			
Walking			X			
Sitting					X	
Lifting		X				
Carrying		X				
Pushing		X				
Pulling		X				
Climbing		X				
Balancing		X				
Stooping		X				
Kneeling		X				
Crouching		X				
Crawling		X				
Reaching		X				
Handling			X			
Grasping			X			
Feeling		X				
Talking					X	
Hearing					X	
Repetitive Motions				X		
Eye/Hand/Foot Coordination				X		

Working Environment

Working Condition	N/A	Rarely	Occasionally	Frequently	Constantly
Extreme cold		X			
Extreme heat		X			
Humidity		X			
Wet		X			
Noise			X		
Hazards		X			
Temperature Change		X			
Atmospheric Conditions		X			
Vibration		X			

Travel Requirements

Estimated Amount	Brief Description

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