# Auburn University Job Description

**Job Title:** Rep, Parking Services  
**Job Code:** NA06  
**FLSA status:** Non-exempt  

<table>
<thead>
<tr>
<th>Level</th>
<th>Grade</th>
<th>Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>I</td>
<td>25</td>
<td>$16,700 - $27,800</td>
</tr>
<tr>
<td>II</td>
<td>26</td>
<td>$18,400 - $30,600</td>
</tr>
</tbody>
</table>

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**Job Summary**

Monitors University parking to ensure compliance with University parking regulations.

**Essential Functions**

1. Communicates with students and public regarding parking rules, hang tags, directions, etc.
2. Issues citations for parking violations.
3. Determines vehicles to be towed or wheel-locked.
4. Directs traffic as needed.
5. May collect parking meter monies.
6. May repair and maintain parking meters.

**Supervisory Responsibility**

May be responsible for training, assisting or assigning tasks to others. May provide input to performance reviews of other employees.

*The above essential functions are representative of major duties of positions in this job classification. Specific duties and responsibilities may vary based upon departmental needs. Other duties may be assigned similar to the above consistent with the knowledge, skills and abilities required for the job. Not all of the duties may be assigned to a position.*
## Auburn University Job Description

### Job Family Levels

<table>
<thead>
<tr>
<th>Level</th>
<th>Responsibility</th>
<th>Knowledge</th>
<th>Education and Experience*</th>
</tr>
</thead>
<tbody>
<tr>
<td>I</td>
<td>Duties require basic physical and mental skills and abilities, including use of hand tools, power tools or other equipment and use of basic math or reading skills.</td>
<td>Follows detailed instructions and procedures.</td>
<td>High school diploma or equivalent.</td>
</tr>
<tr>
<td>II</td>
<td>Duties require basic or advanced physical and mental skills and abilities, including use of hand tools, power tools, heavy machinery or other equipment and use of basic or intermediate math, reading or writing skills. Duties may require personal protective gear and/or knowledge of special safety or regulatory procedures.</td>
<td>Follows detailed instructions and procedures. May work under limited supervision, and prioritize tasks independently.</td>
<td>High school diploma or equivalent plus 2 years. Experience must include at least 2 years at the preceding level or equivalent.</td>
</tr>
</tbody>
</table>
Auburn University Job Description

Minimum Required Education and Experience

**Level I**
High school diploma or equivalent.

**Level II**
High school diploma or equivalent plus 2 years. Experience must include at least 2 years at the preceding level or equivalent.

<table>
<thead>
<tr>
<th>Focus of Education</th>
<th>Focus of Experience</th>
</tr>
</thead>
<tbody>
<tr>
<td>High School Diploma or equivalent</td>
<td>Experience in parking and ticketing regulations</td>
</tr>
</tbody>
</table>

Substitutions allowed for Education:
Indicated education is required; no substitutions allowed.

Substitutions allowed for Experience:
When a candidate has the required education, but lacks the required experience, they may normally apply additional appropriate education toward the experience requirement, at a rate of one (1) year relevant education per year of required experience.

Minimum Required Knowledge

Certification or Licensure Requirements:
Valid driver's license and must pass the state driving exam to operate at state vehicle (DDC).

Physical Requirements/ADA

Regularly involves lifting, bending or other physical exertion. Often exposed to one or more elements such as heat, cold, noise, dust, dirt, chemicals, etc., with one often to the point of being objectionable. Injuries may require professional treatment.

Routine deadlines; usually sufficient lead time; variance in work volume seasonal and predictable; priorities can be anticipated; some interruptions are present; involves occasional exposure to demands and pressures from persons other than immediate supervisor.

Job frequently requires standing, walking, reaching, stooping/kneeling/crouching/crawling, talking, hearing, handling objects with hands, and lifting up to 10 pounds.

Job occasionally requires climbing or balancing, and lifting up to 50 pounds.

Vision requirements: Ability to see information in print and/or electronically, ability to distinguish colors.

Date: 1/5/2012