
Auburn University Job Description

Job Title:	Rep, Parking Services	Level I	Grade 26 \$18,400 - \$30,600
Job Code:	NA06	Level II	Grade 27 \$20,300 - \$33,800
FLSA status:	Non-exempt		

Job Summary

Monitors and enforces Auburn University parking rules and regulations to maintain the integrity of and ensure compliance with University parking on a year round basis.

Essential Functions

1. Communicates with and provides assistance to students and public regarding parking rules, directions, etc.
2. Monitors University parking lots and issues citations for parking violations.
3. Determines if a parking violation has occurred with the assistance of the license plate recognition computer application in Parking Services vehicles.
4. Determines if a vehicle should be towed or wheel-locked. Adheres wheel-lock to vehicle when appropriate.
5. Assists with the movement, set-up, and take down of parking barricades, cones, signs, and bollards.
6. Participates in continuous training on policies, procedures, and equipment regarding Auburn University parking rules and regulations.
7. Directs traffic as needed.

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.

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Job Family Levels

Level	Responsibility	Knowledge	Education and Experience*
I	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.	Follows detailed instructions and procedures.	High school diploma or equivalent.
II	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.	Follows detailed instructions and procedures. May work under limited supervision, and prioritize tasks independently.	High school diploma or equivalent plus 2 years. Experience must include at least 2 years at the preceding level or equivalent.

* See the "Minimum Required Education and Experience" section of the job description for any substitutions that may be allowed for education and experience.

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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.

Focus of Education

High School Diploma or equivalent

Focus of Experience

Experience in parking and ticketing regulations

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.

Certification or Licensure Requirements:

Valid driver's license and must pass the state driving exam to operate a 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.

Work schedules, volume of work, or priorities seldom change; able to anticipate new work; minimum distractions or interruptions; seldom involves conflicting demands on time.

Job frequently requires standing, walking, sitting, reaching, talking, hearing, handling objects with hands, and lifting up to 50 pounds.

Job occasionally requires climbing or balancing, stooping/kneeling/crouching/crawling, and lifting more than 100 pounds.

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

Date: 5/8/2018
