

Parking Lot Assistant Technical Manager

Definition:

The primary role of the Assistant Parking Lot Technical Manager is a professional, administrative, and supervisory role working directly under the Project Administrator/Transportation Coordinator and the supervision of the Parking Lot Technical Manager

Supervision:

Work alongside Technical Manager and aid in the supervision of approximately 15 seasonal employees. Provide support to the Project Administrator/Transportation Coordinator and Technical Manager. Absorbs and executes the duties of the Technical Manager when said person is not on site.

Job Environment:

Work conditions are subject to the elements. Frequent contact with the public, public works, police department, and other town staff. This job requires a significant amount of patience, compassion, and ability to work with the community. Failure to adhere to this may result in the loss of Town revenue, danger to public health and safety, and poor public relations.

Essential Functions:

Administer, supervise, and coordinate all elements of the Park Access Control Revenue System (PARCS). Supervise all seasonal parking lot attendants. Acting as a liaison between lot attendants and the Project Administrator/Transportation Coordinator to provide an effective working environment. Performs seasonal employee trainings including review of proper protocol and procedures. Will require work on nights, weekends, and holidays

Recommended Minimum Qualifications:

Associate's degree preferred;
One-two years in a supervisory role;
Massachusetts Class D Motor Vehicle Operators license;
Experience with general office procedure and in dealing with the public;
Or any equivalent combination of education and experience

Knowledge Ability and Skill:

Basic knowledge of the rules and regulations for the Provincetown Parking Department including the Traffic and Parking Regulations.
Ability to deal effectively with the general public in an impartial manner
Ability to work independently with limited supervision
Ability to supervise upwards of fifteen (15) seasonal personnel
Ability to properly train staff
Ability to effectively operate a computer
Ability to troubleshoot electronic device problems

Physical Requirements:

This job may include standing or sitting for long periods of time in various weather conditions.

Hours/Salary

This is a 40/week seasonal position starting mid-April and going through Mid-November. Hourly wage \$17.07-\$17.41.