



CLASS TITLE | PARKING OPERATIONS SUPERVISOR

PAY GRADE: EX-36 | www.cityoftulsa.org/pay

Effective Date: 05/21/2025

CLASS CODE: 1195

PURPOSE OF THE CLASSIFICATION: Under general supervision performs supervisory work in directing parking inspectors, contractors while maintaining efficient operation of the on-street parking system, operate and maintain the parking system, and its multiple software platforms, provide data and analysis of system usage and compliance; and performs other related duties as assigned.

ESSENTIAL TASKS:

- Investigates injuries, incidents, accidents and resolves citizen complaints
- Oversee the daily collection of meter revenues, the inspection, repair and replacement of parking meters
- Supervises the work of subordinates and contractors involved in operations and maintenances of the parking meters
- Assists in developing and monitoring of budgets within the division
- Monitors and analyzes contracts to determine compliance with agreements, terms and specification requirements
- Monitors and oversees work for compliance with various federal, state, local regulations, and ordinances
- Attends meetings with boards and authorities, business owners, departments and other agencies
- Maintains various automated and manual logs, records, and files
- Reviews and coordinates with street construction projects to ensure continuity of on-street Restricted Parking, Parklet and Valet Parking Applications
- Serves as liaison between the City and various contractors on matters related to parking systems and operations
- Reports to work on a regular and timely basis

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

QUALIFICATIONS:

Training and Experience: Must meet one of the following criteria:

1. (a) Completion of sixty (60) hours from an accredited college or university; **and**,
(b) Five (5) years' experience relevant to the essential tasks listed in this job description, **including**,
(c) Two (2) years of lead or supervisory experience
2. (a) Graduation from high school or possession of a General Educational Development (GED) certificate; **and**,



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- (b) Seven (7) years' experience relevant to the essential tasks listed in this job description, **including**,
- (c) Two (2) years of lead or supervisory experience

Knowledge, Abilities and Skills:

Knowledge of:

- Comprehensive knowledge of supervisory and management principles and techniques
- Federal, state and local ordinances that pertain to parking regulations
- Safety policies and practices

Ability to:

- Read and interpret the Manual on Uniform Traffic Control Devices (MUTCD)
- Plan and organize effectively
- Compile data and prepare written reports
- Present effective verbal reports and recommendations
- Utilize the highest level of interpersonal skill in order to understand, select, develop, and motivate internal and external customers

Physical Requirements: Physical requirements include arm and hand steadiness and finger dexterity enough to use a computer, two-way radio and telephone; health and physical condition to permit the full performance of the essential tasks even in severe and/or adverse weather conditions; frequent lifting, carrying and pulling up to 50 pounds; may be subject to walking, standing on feet for long periods of time; reaching, balancing, bending, kneeling, handling, feeling, smelling and twisting; and vision, speech and hearing sufficient to perform the essential tasks.

Licenses and Certificates:

- a) Possession of a valid Oklahoma Class "D" Driver license; **and**,
- b) Possession of Council of Law Enforcement Education and Training (C.L.E.E.T.) Certification Phases I, II, III, IV
- c) Must obtain City of Tulsa Code Citation certification within one (1) month of hire

WORKING ENVIRONMENT: Working environment is primarily outdoors, including inclement weather and occasionally extreme conditions. Exposure to moving vehicles, loud noise, fumes, dust, temperature extremes, and wet or slippery surfaces. Work in high traffic areas with exposure to hostile and confrontational situations. Working environment may include working around pedestrian and vehicular traffic, weather and temperature extremes, snow-or-ice covered surfaces, and other variables.



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**EEO Code: EX-02
Group: Public Safety
Series: Public Safety Technical**