

# Alco Parking Corporation

501 Martindale Street

Pittsburgh PA. 15212

[www.alcoparking.com](http://www.alcoparking.com)

(412) 323-4467

## Supervisor Position:

Alco Parking is currently seeking a qualified candidate to fill a Supervisor Position within our Pittsburgh based operation. We are looking for a responsible Supervisor to oversee the workflow at our facilities. A supervisor is responsible for coaching, resolving issues and serving as a link between subordinates and upper management. The Supervisor is responsible for successfully overseeing day to day operations at several of our Parking Lots or Garages. They shall be responsible for ensuring that customer and client expectations are met or exceeded and that we operate within a strict set of company standards. Evenings and weekends are an essential part of our business and as a result this position will require evening and weekend work hours.

## Essential Duties and Responsibilities

1. Oversee that daily operations are done in accordance with company Policy.
2. Shall handle customer service issues and help to resolve day to day operational issues.
3. Reconciliation and generating daily management reports and consolidates financial information In a timely fashion.
4. You will be responsible for all facilities operating within established company policies. This shall include revenue control, equipment maintenance, proper signage and upholding customer service standards.
5. Prepare and evaluate audits ensuring the integrity of parking revenue control equipment.
6. Responsible to train, develop employees. They shall monitor employee productivity and provide constructive feedback and coaching. As necessary Supervisor shall document and discipline employees when company policies are violated.
7. Prepare incident reports and notify upper management when something out of the normal should occur.
8. Ensuring that our facilities are kept in a clean and appealing way. This shall include Identifying maintenance needs such as lighting, signage, cleanliness, painting, ect. That all Equipment is in working order such as parking equipment, elevators, doors, plumbing, electrical, heat and booths.
9. Perform other related duties as assigned.

## **Additional Responsibilities**

1. Act as the client's point of contact.
2. Assist with location openings and or closings throughout the company.
3. Evening and weekends are essential to this position.

## **Job Qualifications**

1. Prior Management experience preferred.
2. Excellent organizational, problem solving and time management skills.
3. Excellent interpersonal skills with client focus and an ability to work with all staff.
4. Excellent computer skills including Word, Excel and Outlook.
5. Experience with revenue control equipment.
6. Must have a vehicle along with a Valid Driver's License with a good driving record.
7. Successful applicant shall be subject to completing a background check and drug screening.

***Alco Parking is an Equal Opportunity Employer. Qualified applicants are considered for employment without regard to age, race, color, religion, sexual orientation, disability or veteran status.***