City of Rapid City
Job Description

<table>
<thead>
<tr>
<th>Job Title</th>
<th>Ground Transportation Supervisor</th>
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<tbody>
<tr>
<td>Job Code:</td>
<td>GTSP</td>
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<tr>
<td>Bargaining Unit:</td>
<td>Non-Union</td>
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<tr>
<td>Pay Grade:</td>
<td>NU16</td>
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<tr>
<td>Date Revised:</td>
<td>1/20/2022</td>
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<tr>
<td>FLSA Status:</td>
<td>Exempt</td>
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General Summary: This position is responsible for supervision and management of the operation and maintenance of the Airport parking system and enforcement and management of the Airport ground transportation program. The position also serves as a liaison with airport management, tenants, staff, and is responsible for assisting passengers and tenants with parking and ground transportation needs.

Essential Duties and Responsibilities:

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.

- Supervises and coordinates the operations of the Airport parking system and the enforcement of the Airport ground transportation program and supports team needs.
- Monitors the parking facilities and equipment for repair and maintenance needs.
- Keeps track of inventory and supplies, order as needed.
- Coordinates equipment maintenance plans and schedules repairs as needed.
- Collects and interprets data; develops and implements plans, reports, and internal control procedures.
- Processes parking and ground transportation applications and issues ground transportation permits and maintains inventory.
- Directs activities and personnel as needed to provide safe and secure environments for the public.
- Reviews portals, audits tickets, and maintains record of parking operation and parking enforcement.
- Responds to public questions and concerns relative to the department activities including parking operations, enforcement, and parking lot snow complaints.
- Coordinates snow removal and ice control operations of the parking lot.
- Works variable hours, to include weekends and holidays, and on-call as needed.
- Performs other tasks as determined by airport management.

To be successful in this role, the incumbent should possess:

Knowledge of Microsoft Office products, internet proficiency, and use other modern technology. This includes tablet style devices. Basic mechanical skills and troubleshooting abilities.

Qualifications:

Education and/or Experience:

High school diploma or general education degree (GED). Minimum 1-year related experience; previous parking system, ground transportation, and/or supervision experience is preferred.

Certificates, Licenses, Registrations:

Must possess a valid driver’s license or ability to obtain prior to hire.
Working Conditions:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently exposed to outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions; moving mechanical parts; fumes or airborne particles; toxic or caustic chemicals; extreme cold; risk of electrical shock; explosives and vibration. The noise level in the work environment is usually moderate.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to walk; sit and talk or hear. The employee is occasionally required to stand; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl and taste or smell. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.