

Job Title: Parking/Security Coordinator Department: RPM Reports To: Property Manager or Maintenance Supervisor	FLSA Status: Non-Exempt Supervises Others: No Number Supervises: 0
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Position Summary:
The Parking/Security Coordinator is responsible for managing all parking and security programs for both the commercial and residential developments and for tracking parking and security issues to understand trends and make recommendations for changes.

- Position Responsibilities:**
- Conduct parking surveys and maintain and distribute parking data as needed
 - Manage "Pay and Display" machine when applicable
 - Issue parking citations
 - Enter and maintain parking violation data
 - Work with tow truck company when needed
 - Conduct daily inspections of the parking areas and select common areas with a focus on:
 - Trash removal and general clean up
 - Graffiti which should be documented and removed
 - Suspicious activity which should be documented and called into the local authorities (i.e. Crime Check, 311, Parking Enforcement, etc).
 - Maintenance issues which should be documented and remedied
 - Snow removal and de-icing needs
 - Develop and recommend security procedures for Community and serve as security point of contact for residents
 - Work with community resource officers and/or Police Department when security issues arise and communicate trends
 - Track all security related issues to identify trends
 - Communicate all security issues and trends to management
 - Serve as subject matter expert on all security cameras and review security footage as needed
 - Assist with daily community patrols of common areas and the community as a whole
 - Responsible for meeting training requirements per company policy and for requirements that allow you to maintain industry certifications.
 - Other duties as assigned

- Essential Skills and Experience:**
- Must have superior customer service skills and be able to communicate effectively with all levels of management and personnel
 - Working knowledge of basic maintenance tools required to perform the job duties
 - Basic computer knowledge and skills

- Non-Essential Skills and Experience:**
- Experience in security management a plus
 - Experience in parking management a plus

- Minimum Qualifications Required:**
- Valid driver's license

Physical Demands and Work Environment:
The work is described as light to medium in physical demand. Requirements include the ability to frequently sit, stand, walk, walk up and down stairs, write, type and extend arms and hands forward and overhead, and grasp. Must be able to bend, crouch or stoop. Must be able to lift and carry up to 50 pounds. Must have close and distance vision and the ability to adjust focus. Must be able to drive.

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

enable individuals with disabilities to perform the essential functions.

The work involves indoor and outdoor activities with exposure to seasonal weather and the associated temperature fluctuations. Frequent exposure to airborne dust, paint fumes and the chemicals used in surface preparation and general maintenance work.