



Position opening: 4/24/15 **Parking Operations Supervisor**
Mercedes-Benz Superdome | Smoothie King Center | Champions Square
Location: New Orleans, La

POSITION: **Parking Operations Supervisor**
SUPERVISES : **Cashier Training Supervisor/Garage Coordinator Supervisor/**
 Parking Cashier/Parking Controllers
REPORTS TO: **Assistant Parking Manager**
FLSA STATUS: **Salaried/Exempt**

Summary:

SMG, the leader in privately managed public assembly facilities, has an excellent and immediate opening for a Parking Operations Supervisor for SMG Mercedes-Benz Superdome | Smoothie King Center | Champions Square.

Essential Duties and Responsibilities

- Staff positions, assign parking cashiers and controllers to lane booths and garage locations.
- Prepare and issue money banks, daily and event tickets and departmental two- way radios.
- Take lane counts and make periodic checks on parking cashiers and controllers during daily and event operations.
- Initiate and prepare management revenue reports by abstracting various data from receipts of daily and events ticket totals.
- Inspect and maintain real property and peripheral equipment on a daily basis and schedule repairs when necessary.
- Monitor and maintain facilities for safety hazards on a daily basis to prevent structural damage or excessive wear to equipment.
- Responsible for training newly assigned personnel using the On – The – Job Training (OJT) system and introducing and instructing employees on policies and procedures of SMG and Parking.
- Responsible for all daily and event related electronic message board programming.
- Responsible for all pre-event garages set up to include all parking cones and cashier signage.
- Responsible for issuing all event related parking passes, placards and hang-tags.
- All other duties as assigned.

Qualifications

- High School graduate with at least 1 year of college and/or 2 years experience in parking.
- Minimum 2 years prior supervisory experience.
- Good communication and leadership skills, with attention to details.
- A valid Louisiana Driver's License is required.

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 regularly required to move around the facility; to stand for long hours during events; talk and hear. This position may require work inside or outside of the building, as needed by events.

NOTE: The essential responsibilities of this position are described under the headings above. They may be subject to change at any time due to reasonable accommodation or other reasons. Also, this document in no way states or implies that these are the only duties to be performed by the employee occupying this position.

TO APPLY:

This position offers a competitive salary and benefit package. **Please send a copy of your most recent resume to:**

Erica Guilmino
smghr@smgneworleans.com
Mercedes-Benz Superdome
P.O. Box 52439
New Orleans, La 70113
Fax: 504-587-3500
No phone calls will be accepted

SMG is an Equal Opportunity/Affirmative Action employer,
and encourages Women, Minorities, Individuals with Disabilities, and protected Veterans to
apply. VEVRAA Federal Contractor.

Opened: 4/24/15

Closed: