VACANCY ANNOUNCEMENT

Job Title: Head Lot Supervisor  
Department: Towing & Impoundment

Representation: Non-Represented  
Salary Range: 8A, $56,856 - $71,070

Posting Period: Tuesday, February 18, 2020 – Monday, March 2, 2020 (Internal Posting Only)

Persons Eligible:  
Current employees of the Philadelphia Parking Authority who have been in their current position for at least six months. Employee(s) must have satisfactorily completed their probationary period for the position currently held, and non-active on the Excessive Sick Leave list.

General Description:  
The Head Lot Supervisor oversees the impoundment personnel and enforces PPA towing and impoundment policies and procedures. The Head Supervisor reports to the Towing & Impoundment Management.

Principal Duties:  
- Produce daily staffing reports for Lot Officers & Lot Supervisors
- Oversee the training and progression of new Lot Officers and Supervisors
- Supervise the auditing process in conjunction with Revenue Control
- Monitor the accuracy and progression of the auction work in preparation for the Auctions
- Evaluate the overall appearance and safety of the Impoundment facilities
- Track and award all overtime associated with impoundment
- Ensuring proper staffing for auction and cleanout details
- Communicating with management in regards to any issues found within Towing & Impoundment.
- Ensure retention and proper disposal of all confiscated license plates in ordinance
- Maintaining accurate lists for seniority and bid awards in accordance with the union contracts.
- Communicate with the supervisors in regards to the progression of annual reviews.
- Setup of NCIC training and accounts
- Approve leave request and payroll

Required Knowledge, Skills and Abilities:  
- Proficient to Advanced in operating new system DLM5
- Proficient in the procedures of processing/releasing of impounded vehicles.
- Clear understanding of PPA policies and procedures relating to Towing and Impoundment.
- Must be able to think critically and problem solve
- Attention to Detail
- Advanced typing and computer skills
- Must have excellent Customer Service, organization, and time management skills
- Ability to make sound decisions under pressure with time limitations
- Must handle confidential and sensitive information with discretion.
- Proficient in Microsoft office: Word, Excel and Outlook

*Working Hours: TBD

Minimum Acceptable Training, Experience, and Education:  
- High School Diploma or Equivalent
- Proficient in NCIC and PennDOT
- Must have six (6) months of supervisory experience in Towing & Impoundment

SELECTION CRITERIA:  
50% - ASSESSMENT TEST, (COMPUTERIZED)
35% - ORAL INTERVIEW,
05% - ATTENDANCE,
10% - LATEST ANNUAL PERFORMANCE EVALUATION

Applicants who have at least ten (10) years of service will have four (4) points added to their total score. Applicants who achieve a combined score of 36 points from the assessment test, employee evaluation and attendance, based on the weight each category is given, will be invited to the oral interview phase of the process. Only those applicants with a combined total score of 70 will be placed on the eligibility list.

The Philadelphia Parking Authority is an Equal Opportunity employer and does not permit discrimination based on race, ethnicity, color, sex, sexual orientation, gender identity, religion, national origin, ancestry, age, disability, marital status, source of income, familial status, genetic information or domestic or sexual violence victim status.

PLEASE SUBMIT RESUME TO:  
MR. DWAYNE WHITE, HUMAN RESOURCES DEPARTMENT  
PHILADELPHIA PARKING AUTHORITY  
701 MARKET STREET, SUITE 5400  
PHILADELPHIA PA 19106