VACANCY ANNOUNCEMENT

Job Title: Impoundment Lot Supervisor
Department: Towing & Impoundment

Representation: AFSCME, District Council 47
Salary Range: A9, $45,501 - $60,715

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

Persons Eligible:
Internal Candidates: 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 (Impoundment) Lot Supervisor is responsible for supervising Lot Officers and their work in the impoundment lots in support of the Towing and Impoundment department. The Lot Supervisor reports to the Head Lot Supervisor.

Principal Duties:
- Directs the work of the Lot Officers in response to impounded and released vehicles.
- Ensures that activities are properly handled and recorded.
- Trains new Lot Officers, providing instructions as required.
- Conducts performance evaluations of employees.
- Plans, assigns, and supervises the work of the employees.
- Prepares or maintains clerical records and written reports.
- Monitors and performs vehicle bed checks and lot inventory reports.
- Prepares weekly auction work and reviews pulled vehicles
- Run every impounded vehicle for lien holders thru PennDOT
- Knowledge of lot practices and procedures
- Enforce Towing & Impoundment’s Standard Operating procedure
- Performs related work as required.

Required Knowledge, Skills and Abilities:
- Proficient in operating New System DLMS
- Ability to train employees on new system DLMS and procedures
- Attention to Detail
- Advanced typing and computer skills
- Customer Service Skills
- Ability to make sound decisions under pressure

*Working Hours: TBD

Minimum Acceptable Training, Experience, and Education:
- High School Diploma or Equivalent
- Must have at least six (6) months of 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. DARRYL WHITE, MANAGER
HUMAN RESOURCES DEPARTMENT
PHILADELPHIA PARKING AUTHORITY
701 MARKET STREET, SUITE 5400
PHILADELPHIA PA 19106