



JOB VACANCY ANNOUNCEMENT

Job Title: PEO Head Supervisor

Department: Ticketing

Number of Vacancies: One or more

Employment Type: Full-Time

Representation: Non-Represented

Salary Range: \$56,856 - \$71,070

Posting Period: Thursday, February 25, 2021 – Wednesday, March 10, 2021 (Internal Posting)

Persons Eligible:

Current employees of the Philadelphia Parking Authority have been in their current position for at least six months and have satisfactorily completed their probationary period. Applicants cannot be active on the Excessive Sick Leave list.

General Description:

This PEO Head Supervisor is primarily responsible for ensuring that PEO's and PEO Supervisors are handling enforcement matters per enforcement policies. The PEO Head Supervisor ensures timely deployment and complete coverage of every area that the PPA enforces using all available resources. The employee must be knowledgeable of every enforcement area in the city and Authority enforcement policies and procedures.

Principal Duties:

- Regularly meet with PEO Supervisors to review squad performance.
- Authorize leave requests from employees.
- Request Supervisors and PEO's for Overtime assignments and when otherwise short-staffed.
- Patrol randomly throughout the city daily accompanying Supervisors while they walk with PEO's.
- Assist in enforcing any area that is left open because of staff shortages.
- Assist the Deputy Manager in getting ample coverage of all open beats.
- Assist with transporting PEO's to their assigned beats
- Assist Supervisors in preparing annual performance evaluations for PEO's and Supervisors.
- Make sure that PEO's have their assigned radios and hand-held devices.
- Check to make sure that squads are properly deployed.

Required Knowledge, Skills, and Abilities:

- Knowledgeable of enforcement Policies and procedures.
- Ability to assist employees with issues related to their employment.
- Ability to professionally deal with the public in adverse conditions

Minimum Acceptable Training, Experience, and Education:

- High School Diploma or Equivalent
- Valid Driver's License
- Minimum of one (1) year of PEO Supervisor experience

Working Hours: Schedule: TBD

Selection Process:

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 EMAIL RESUME/APPLICATION TO:

HUMAN RESOURCES DEPARTMENT

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