



JOB VACANCY ANNOUNCEMENT

Job Title: Towing Supervisor

Department: Towing & Impoundment

Number of Vacancies: One or more

Employment Type: Full-Time

Representation: District Council 47, Local 2186

Salary Range: A9 \$47,162 - \$62,833

Posting Period: Friday, April 23, 2021 – Thursday, May 6, 2021 (Internal Posting)

Persons Eligible:

Current employees of the Philadelphia Parking Authority who have been in their current position for at least six months and have completed their probationary period. Applicants must not be actively on the Sick Abuse List.

General Description:

The objective of this position is to supervise the Tow Operators daily to ensure the parking regulations within The City of Philadelphia are upheld while providing a safe and efficient working environment.

Principal Duties:

- Supervise Tow Operators daily to ensure shift runs in a safe and efficient manner
- Assist with daily staffing levels based on workload requirements
- Monitor towing equipment to ensure that it is being used properly for safety purposes and to ensure that the equipment is in good working condition.
- Complete performance evaluations of Tow Operators
- Collection and processing of daily tow statistics and driver logs
- Communicate regularly with various departments to accomplish common goals
- Assist in the development of training procedures to ensure that tasks are completed safely and efficiently
- Assist in the training of new Tow Operators
- Research damage claims to evaluate their validity
- Assist the PPD, PSP, and other city agencies with managing accident scenes on the highway and expressway

Required Knowledge, Skills, and Abilities:

- Basic computer skills.
- Proficient in operating smartphone device and DLMS system
- Ability to train Tow Operators on operating smartphone device, DLMS system, and towing policies & procedures
- Attention to Detail
- Ability to develop and lead others effectively
- Ability to communicate effectively in writing and orally
- Organizational and time management skills
- Ability to work under pressure by making critical decisions, and problem-solving
- Must be able to work outdoors in all weather conditions

Minimum Acceptable Training, Experience, and Education:

- High School Diploma or Equivalent
- Minimum of 1 year of experience as a Tow Operator in the Towing & Impoundment Department
- Valid CDL Class A Driver's License with Airbrake Endorsement.

Working Hours: Schedule: TBD

Selection Process:

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

INTERNAL 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
PPAJOBAPPS@PHILAPARK.ORG