



## **JOB VACANCY ANNOUNCEMENT**

**Job Title:** Tow Truck Operator

**Department:** Towing & Impoundment

**Number of Vacancies:** One or more

**Employment Type:** Full-Time

**Representation:** District Council 33

**Salary Range:** \$40,766 - \$50,802

**Posting Period:** Monday, July 6, 2020 – Friday, July 17, 2020 (Internal and External Posting)

### **Persons Eligible:**

**Internal Applicants:** Current employees of the Philadelphia Parking Authority who have been in their current position for at least six months and has satisfactorily completed the probationary period for the position currently held.

**External Applicants:** Anyone who meets the minimum requirements.

### **General Description:**

This is skilled work operating a standard-sized Tow Truck or similar vehicle on an assigned shift. Employees engaged in this work remove illegally parked, abandoned or disabled vehicles and/or other traffic obstructions from city streets in addition to Police Livestops from city streets and state highways. Work is performed under the supervision of a Tow Operator Supervisor. Assignments are stable in nature and are carried out in accordance with instructions and established routines. This position has one (1) or more vacancies.

### **Principal Duties:**

- **Via Handheld, receive assignments via a two-way radio, DMLS system or written instructions to remove illegally parked, abandoned or disabled vehicles.**
- **Documents all visible personal property in, and any damage to the vehicle as per PPA guidelines.**
- Tows vehicles to the impoundment lot for release to a lot attendant.
- Checks and maintain motor oil, battery water, brake fluid and tire pressure in an assigned tow vehicle, and change faulty tires.
- Dismantles, lifts, loads and transports heavy, bulky, and confiscated evidence.
- Maintain daily work logs.
- Explains the nature of violations and vehicle release procedures to vehicle owners.
- Attends court hearings concerning accidents or vehicle damage claims.
- May be assigned to demonstrate to new employees towing procedures during classes or during a regular shift.

### **Required Knowledge, Skills and Abilities:**

- Knowledge of the practices of automotive equipment operations.
- Knowledge of the operational hazards and safety precautions or automotive equipment operations.
- Knowledge of traffic laws of the Commonwealth of Pennsylvania.
- Skills in the operation of a single chassis truck of at least one and on-half ton rated capacity.
- Ability to complete satisfactory on in-service training course in tow truck operations
- Ability to cope with the public firmly, courteously, tactfully, and with respect for the rights of others
- Ability to learn the geography of the city
- Ability to learn the laws, ordinances, regulations, and PPA policies pertaining to the parking of vehicles.
- Ability to prepare routine reports and maintain records.
- Ability to accurately follow written and oral instructions.
- Ability to lift items weighing forty pounds continuously.
- Ability to speak clearly over the radio and follow established radio procedures.

### **Minimum Acceptable Training, Experience, and Education:**

- High School Diploma or Equivalent
- CDL class A would have to be obtained

**\* If selected for the position, the applicant must submit a three (3) year driver history report from PennDOT.**

**\*Working Hours: Schedule: TBD**

**This is a 24 hour operation.** Applicants must be available to work all shifts including nights and weekends. Shift is eight hours, including half hour paid lunch. All employees must bid for shift assignments which are awarded based on seniority by classification date (length of time in this position)

**SELECTION PROCESS:**

**INTERNAL APPLICANTS:**

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.

**EXTERNAL APPLICANTS:**

50% - ASSESSMENT TEST, (COMPUTERIZED)

50% - ORAL INTERVIEW

QUALIFIED EXTERNAL APPLICANTS WILL BE CONTACTED FOR THE SELECTION PROCESS.

*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:**

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HUMAN RESOURCES DEPARTMENT  
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