



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: U1, \$41,989 - \$52,326

Posting Period: Friday, April 23, 2021 – Thursday, May 6, 2021 (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 have satisfactorily completed their probationary period for the position currently held. Applicants must meet the minimum requirements. Employees currently on the Excessive Use of Sick Leave list will not be considered for this position.

External Applicants: Must meet 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 and are carried out by instructions and established routines. ***This position is considered essential personnel and operates 24 hours/7 days a week, 365 days a year. Applicants will be required to report to work during declared emergencies by the City of Philadelphia and or the Executive Director of the Philadelphia Parking Authority. Additionally, the Applicant must be able to work nights, weekends, and holidays.***

Principal Duties:

- Via Handheld, receive assignments via 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 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 one-half ton rated capacity.

- Ability to complete satisfactorily on the 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 on 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:

Internal Applicants

- High School Diploma or Equivalent
- CDL Class A would have to be obtained within six (6) months of promotion

External Applicants

- High School Diploma or Equivalent
- CDL Class A preferred but not required. CDL Class A would have to be obtained within six (6) months of employment.
- Relevant Towing experience highly preferred

Working Hours: Schedule: TBD. This position is considered essential personnel and operates 24 hours/7 days a week, 365 days a year. The Applicant must be able to work nights, weekends, and holidays. Shifts are eight hours, including a half-hour paid lunch. All employees must bid for shift assignments that 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:
HUMAN RESOURCES DEPARTMENT
PPAJOBAPPS@PHILAPARK.ORG