CLASS TITLE: BOOTER – PARKING

CHARACTERISTICS OF THE CLASS
Under supervision, drives a van to patrol a designated area and identify vehicles of parking ticket scofflaws and immobilize the boot-eligible vehicles using a universal boot device, and performs related duties as required

ESSENTIAL DUTIES
- Drives a van equipped with an automated License Plate Recognition (LPR) system and video cameras to patrol streets and identify boot-eligible vehicles parked in the public way, on an assigned shift
- Responds to signal from LPR equipment scanning license plates and identifying boot-eligible vehicles
- Checks computer screen to verify that scanned license plate and system's license plate numbers match
- Exits van and attaches and locks universal boot device on front tire of boot eligible-vehicles
- Places informational stickers on booted vehicle explaining steps for payment and removal of boot
- Unlocks and removes universal boot devices to release vehicles identified as having met payment requirements
- Enters appropriate commands on LPR system to ensure video equipment recorded booting activity
- Maintains a log of vehicles booted or released including make and model of vehicle, location, and time
- Uses cellular telephone and two-way radio to maintain communications with dispatchers and security personnel
- Conducts safety check of van at beginning of shift to ensure safe and efficient operating conditions
- Interacts with the public, responding to inquiries and providing general information to vehicle owners on boot program and payment procedures
- Prepares work activity reports

NOTE: The list of essential duties is not intended to be inclusive; there may be other duties that are essential to particular positions within the class.

MINIMUM QUALIFICATIONS

Education, Training, and Experience
- Willingness and ability to perform the duties of the job.

Licensure, Certification, or Other Qualifications
- A valid State of Illinois driver's license is required
WORKING CONDITIONS

- Exposure to outdoor weather conditions
- Exposure to hazardous conditions (e.g., traffic)

EQUIPMENT

- Standard office equipment (e.g., telephone, printer, photocopier, fax machine, calculator)
- Computers and peripheral equipment (e.g., personal computer, computer terminals, hand-held computer)
- License Plate Recognition (LPR) computer equipment
- Hand tools (e.g., hammer, screwdriver, wrench, pliers)
- Power tools (e.g., impact wrench)
- Personal protective equipment (e.g., hard hat, shoes, glasses, gloves, vest, pads)
- Safety devices or equipment (e.g., cones, barricades)
- Communication equipment (e.g., two-way radio, dispatch equipment, multi-channel system)

PHYSICAL REQUIREMENTS

- Frequent lifting (up to 35 pounds) is required
- Ability to access, retrieve and place boots on vehicles
- Ability to operate applicable hand tools, power tools, and equipment

KNOWLEDGE, SKILLS, ABILITIES, AND OTHER WORK REQUIREMENTS

Knowledge

Moderate knowledge of:

- applicable federal, state, and local laws, regulations, and guidelines
- geographical locations within the City and applicable facilities

Some knowledge of:

- applicable City operations (e.g., parking)
- City’s boot program and payment procedures for the removal of the universal boot device
- applicable hand and power tools
- applicable communications equipment and devices
- use of safety equipment and protective gear
- applicable emergency operations
- applicable safety and code standards specific to vehicle operation and installation and removal of universal boot devices

Knowledge of applicable City and department policies, procedures, rules, and regulations

Skills

- *ACTIVE LISTENING - Give full attention to what other people are saying, take time to understand the points being made, ask questions as appropriate, and not interrupt at inappropriate times
- *CRITICAL THINKING - Use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems
• *COORDINATION WITH OTHERS - Adjust actions in relation to others' actions
• *SOCIAL PERCEPTIVENESS - Demonstrate awareness of others' reactions and understand why they react as they do
• EQUIPMENT MAINTENANCE - Perform routine maintenance on equipment and determine when and what kind of maintenance is needed
• INSTALLATION - Install equipment, machines, wiring, or programs to meet specifications

Abilities
• COMPREHEND ORAL INFORMATION - Listen to and understand information and ideas presented through spoken words and sentences
• SPEAK - Communicate information and ideas in speaking so others will understand
• COMPREHEND WRITTEN INFORMATION - Read and understand information and ideas presented in writing

All employees of the City of Chicago must demonstrate commitment to and compliance with applicable state and federal laws, and City ordinances and rules; the City’s Ethics standards; and other City policies and procedures.

The City of Chicago will consider equivalent foreign degrees, accreditations, and credentials in evaluating qualifications.

* May be required at entry.

City of Chicago
Department of Human Resources
June, 2014