



Code: 7113

Family: Construction, Maintenance, and Skilled Labor
Service: Operation and Construction
Group: River, Harbor, and Transportation
Series: Automotive Transportation

CLASS TITLE: SUPERVISING BOOTER – PARKING

CHARACTERISTICS OF THE CLASS

Under general supervision, functions as field supervisor on an assigned shift, supervising staff engaged in patrolling designated areas to identify vehicles of parking ticket scofflaws and immobilizing boot eligible vehicles using a universal boot device; and performs related duties as required

ESSENTIAL DUTIES

- Identifies work priorities and prepares work assignments
- Drives a van equipped with an automated License Plate Recognition (LPR) system and video cameras to monitor booting operations in the field
- Monitors location of vehicles in the field to assess patrolling methods
- Observes work operations to assess subordinate staff's adherence to safety procedures and ensure boot devices are being properly attached and removed from vehicles
- Responds to calls from staff requesting assistance, arriving at field sites to help resolve incidents or problems with citizens
- Maintains communications with dispatchers and security personnel and remains abreast of emergency and priority work situations
- Investigates vehicle accident and personal injury reports and ensures established protocols are followed and required paperwork is completed and processed
- Trains staff in work and safety procedures
- Participates in developing performance standards and evaluates subordinate employees' performance
- Approves employee time and attendance CATA records
- Reviews activity reports submitted by staff, compiles data and prepares productivity reports
- Immobilizes boot eligible vehicles by attaching universal boot device and removes device to release vehicles
- Interacts with the public, responding to inquiries and providing general information to vehicle owners on boot program and payment procedures
- Monitors inventory of universal boot devices.
- 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

- Two years of progressively responsible experience in operating automotive equipment and/or one year of work experience installing and removing universal boot devices on vehicles

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