



CITY OF CHICAGO



DEPARTMENT OF FINANCE

BID ANNOUNCEMENT/JOB OPPORTUNITY

BID ANNOUNCEMENT # 005-2020-(027)

A-FORM #: 027-2020-021

DATE: 02/26/2020

VACANCIES: 1 (1 additional pending budget approval)

JOB TITLE: SUPERVISING BOOTER – PARKING

TITLE CODE: 7113

2020 SALARY: \$ 35.95 per hour

PAY GRADE: PR|7113

These positions are open to the general public and all current city employees covered under the City’s Collective Bargaining Agreement with THE STATE AND MUNICIPAL TEAMSTERS, CHAUFFERS, & HELPERS UNION – LOCAL 700 BARGAINING UNIT 08.

**MINIMUM QUALIFICATIONS:** 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. A valid State of Illinois driver’s license is required. **PHYSICAL REQUIREMENTS:** Frequent lifting (up to 35 lbs.) is required. **ESSENTIAL DUTIES:** 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 along with other various lists, and immobilizing boot eligible vehicles using a boot device; and performs related duties as required: Assigns and identifies work priorities for Booters; Works with Parking Investigators and Laborers to assist in the booting operations; 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; Trains new Booters on applying / removing boots and all boot related paperwork; Trains existing staff on procedures and policies when required; Participates in developing performance standards and evaluates subordinate employees’ performance; Approves and inputs employee time and attendance CATA records; Reviews activity reports submitted by staff, compiles data and prepares productivity reports; Immobilizes boot eligible vehicles by attaching 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 boot devices; Works with all management as required; Prepares work activity reports; Performs other duties as necessary;

**SELECTION REQUIREMENTS** This position requires applicants to successfully pass a written test/skills assessment and complete an interview. Test results will be sent out by the Department of Human Resources after test results have been analyzed and compiled. This position also requires candidate(s) to complete a Willing and Able questionnaire. Candidate(s) who affirmatively answer the Willing and Able questionnaire will be interviewed. The interviewed candidate(s) receiving a passing score on the test, affirmatively answering the Willing and Able questionnaire, and possessing the qualifications best suited to fulfill the responsibilities of the position, will be selected. Bidders who receive a passing score on the test will be hired in seniority order according to the collective bargaining agreement. Applicants who successfully pass the written test/skills assessment will need to complete a physical assessment before interviewing.

Location: City Wide  
Days: Monday through Sunday (2 days off per week)  
Hours: 24 Hour Operation, Schedule Varies

**PLEASE NOTE: The complete Bid Announcement with application, attachment, and selection requirements are posted online. Please follow the directions in the box below on how to apply online.**

**BID APPLICATIONS MUST BE SUBMITTED ONLINE NO LATER THAN: Wednesday, March 11, 2020**  
**APPLICATION PROCESS:**  
**IF YOU ARE A CURRENT CITY EMPLOYEE AND WANT TO EXERCISE YOUR CONTRACTUAL RIGHTS TO BID, YOU MUST APPLY ON THE BID ONLY SITE AT: [www.cityofchicago.org/CAREERS](http://www.cityofchicago.org/CAREERS) (Once the website opens, scroll down and click on the button titled “Bid Opportunities.”) IN ADDITION, YOU MUST CHECK THE BOX ON THE CAREERS APPLICATION TITLED “ALREADY EMPLOYED BY THIS COMPANY”, CORRECTLY ENTER YOUR EMPLOYEE ID, AND SELECT THE CORRECT BARGAINING UNIT. YOU MUST USE THE EMPLOYEE NUMBER FOUND ON THE UPPER LEFT-HAND CORNER OF YOUR PAY CHECK STUB LABELED “PAYEE/EMPLOYEE NUMBER.” (NO OTHER FORMAT OR SYSTEM CAN BE USED TO GET YOUR EMPLOYEE NUMBER). FAILURE TO CHECK THE “ALREADY EMPLOYED BY THIS COMPANY” BOX; ENTER YOUR EMPLOYEE ID, AND SELECT THE CORRECT BARGAINING UNIT WILL RESULT IN A REJECTED BID APPLICATION.**