



**Code: 7112**

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

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## **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 or life threatening situations

### **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)
- Specialized safety equipment (e.g., bulletproof vests)

### **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

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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.

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City of Chicago  
Department of Human Resources  
November, 2017