



CITY OF OMAHA CLASS SPECIFICATION

CLASSIFICATION TITLE: IMPOUND LOT MANAGER

BARGAINING UNIT: [CIV MANAGEMENT](#) CODE NUMBER: 0200

PAY RANGE CODE: [18.2 MC](#) REVISION DATE: 1/28/16

NATURE OF WORK:

This is administrative and supervisory work in the operation of the City's Impound Lot which serves as a holding area for vehicles and other equipment before they are returned to their owners, auctioned, or salvaged. Work involves the responsibility for planning, scheduling, supervising, and reviewing the work of the unit personnel. An incumbent in this classification exercises considerable independence in the performance of duties, however, work is subject to review by a supervisor.

ESSENTIAL FUNCTIONS: *(Any one position may not perform all the duties listed, nor do the listed examples include all the duties that may be performed in positions allocated to this class.)*

Plans, schedules, and supervises the work of unit personnel, including hiring, training, assigning work, reviewing, disciplining, and administering performance appraisals.

Supervises the operation of the Impound Lot and its cash management activities, including the receipt of vehicles to be impounded; the assessment, collection, and accounting of towing and storage fees; the processing of paperwork, the maintenance of records, and coordinates the lease of additional lot storage space, as necessary.

Prepares and implements the Impound Lot annual budget.

Coordinates the auction of vehicles, equipment, and personal property, including placing advertisements in newspapers, contracting with auctioneers, scheduling daily operations and the auctions, and ensuring sufficient staffing to provide coverage for receipt of vehicles on a seven day, 24 hour basis.

Responds to questions and complaints from citizens and explains laws, ordinances, and departmental procedures.

Oversees contractual compliance for the work performed by multiple towing contractors for the Omaha Police Department, Nebraska State Patrol, and the Douglas County Sheriff.

Manages the Facility Runoff Control Plan and ensures it is in compliance with the annual inspection of the Environmental Protection Agency and its regulations for runoff.

Oversees the safety and security of impounded vehicles and property.

Oversees the maintenance of facility grounds, including snow removal, landscaping, and area beautification.

Maintains regular job attendance in accordance with a schedule established for the position by the supervisor.

Performs other related duties as assigned or as the situation dictates within the scope of this classification.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of the principles of office management and accounting.

Knowledge of law enforcement principles and practices as they pertain to vehicle impound activities.

Knowledge of and ability to operate a computer or other technology using standard or customized computer or systems software applications appropriate to the assigned tasks.

Ability to learn and adapt to advances in computer and electronics device technology and software.

Ability to plan, schedule, assign, and oversee the work of the Impound Lot personnel.

Ability to adhere to safety policies, procedures and guidelines.

Ability to establish and maintain effective working relationships with fellow employees, contractors, and with members of the general public.

Ability to understand written or oral instructions and to communicate city policies, practices, and procedures to customers, many of whom may be irate or difficult.

Ability to stand and walk from 51 to 75% of the time; to reach, balance, bend, type, or sit from 26 to 50% of the time, and to climb, stoop, kneel, crouch, crawl, push, pull, or lift from 0 to 25% of the time.

Ability to use up to ten (10) pounds of force to move objects up to 33% of the time, and to use lesser amounts of force to move objects from 34 to 100% of the time.

EDUCATION AND EXPERIENCE: *(The knowledge, skills, and abilities above may be acquired through, but are not limited to, the following combination of education and/or experience.)*

Bachelor's degree

AND

Two (2) years of experience in office or facility management

OR

An equivalent combination of education and experience.

SPECIAL REQUIREMENTS:

Must be bondable.

WORKING CONDITIONS: *(The conditions herein are representative of those that must be met by the employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.)*

Work is performed primarily in an office setting. At times an incumbent in this classification may work outdoors in all weather conditions near machinery, amid fumes, dust, and odors.

EQUIPMENT OPERATION: *(Any one position may not use all of the tools and equipment listed nor do the listed examples comprise all of the tools and equipment that may be used in positions allocated to this classification.)*

Cash Register
Computer

Telephone
Calculator

Printer
Copier

Previous Revision Date(s):

12/30/93

07/15/97