

City of Fort Worth, Texas Job Description

Classification Title	Property Control Attendant		
Job Code:	ST5210	Job Family:	Service Trades
Pay Grade	504	Date Reviewed:	06/27/15
FLSA Status	Nonexempt	Date Revised:	

GENERAL SUMMARY

Performs a variety of duties of a routine nature relative to the receipt, inspection and inventory of incoming impounded vehicles.

ESSENTIAL DUTIES & RESPONSIBILITIES

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.

1. Inventories property and inspects impounded vehicles for damages. Documents information on an impound card. Escorts wrecker to storage lot and ensures vehicle reaches assigned parking location.
2. Escorts all wreckers, customers retrieving vehicles, attorneys and insurance representatives onto lot. Locates vehicles and lists all property removed from vehicle. Ensures release of correct vehicle.
3. Prepares and moves unclaimed vehicles to designated auction areas for public online auction.
4. Maintains facility grounds.
5. Provides upkeep and care of City vehicles.
6. Performs other duties as required.
7. Adheres to assigned work schedule as outlined in the Department and City attendance policies and procedures; ensures all behaviors comply with the City's Personnel Rules and Regulations.

KNOWLEDGE, SKILLS & ABILITIES

- **Knowledge of:**
 - Basic principles and procedures related to the inspection and inventory of property.
 - Principles and procedures of auto impoundment.
 - Safe working practices in servicing automotive equipment.
 - Tools and equipment used in performing automotive services.
- **Skill in:**
 - Making observations.
 - Operating assigned equipment.

- Making sound decisions.
- Operating forklift.
- Time management and organization.
- **Ability to:**
 - Understand and comply with oral and written instructions.
 - Receive, inspect, inventory.
 - Receive and secure citizen vehicles that have been impounded.
 - Work independently in the absence of supervision.
 - Establish and maintain effective working relationships .

MINIMUM JOB REQUIREMENTS

High school diploma/GED and no experience required.

OTHER REQUIREMENTS

Valid Texas Driver's License.

WORKING CONDITIONS

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Depending on assignment, positions in this class typically require touching, talking, hearing, seeing, grasping, standing, stooping, kneeling, crouching, reaching, walking, repetitive motions, climbing, balancing, pushing, pulling and lifting; depending on assignment. Incumbents may be exposed to moving mechanical parts, odors, dusts, poor ventilation, chemicals, oils, extreme temperatures, inadequate lighting, intense noises, gases, vibrations, chemicals, oils and workspace restrictions.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Medium work – Depending on assignment, positions in this class typically exert up to 50 pounds of force occasionally, up to 20 pounds of force frequently, and/or up to 20 pounds of force constantly having to move objects.