

Employment Opportunities



November 07, 2018

<p>Dispatcher (full-time and part-time)</p>	<p>Requires the ability to perform tasks successfully while working within a fast paced environment. Ability to multi-task while paying close attention to detail is a must. Customer service skills are valuable as well as the ability to operate a computer. The primary function is to cost effectively direct and dispatch tow trucks strategically while providing our customers with the best possible service. Duties also entail paperwork verification and data entry. Qualified candidates will have 1-3 years related experience. Experience with dispatching software; TOPS preferred. Geographical knowledge of Las Vegas and surrounding area preferred.</p>
<p>Light Duty Tow Operators (full-time and part-time)</p>	<p>Must be at least 21 years of age due to DOT regulations, and have 5 years verifiable experience as licensed driver. Must possess Class C license; CDL preferred. Duties include; towing vehicles, performing lock-outs, tire changes, working accident scenes, cleaning up vehicle debris while adhering to all company safety policies and procedures. Experience is preferred, but will train right individuals. Bring current MVR at time of application.</p>
<p>Sales Administrative Assistant (full-time)</p>	<p>To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Transfers calls from customers regarding vehicle information to Customer Services. Ensure all new agreements and updates are scanned and entered into TOPS, Property list and Tow Ready daily. Prepare property lists and Fire Lane / Red Zone lists for sales drivers and taggers as needed. Keep track of all signed off walk and tags sheets. Ensure they are scanned into correct file. Contact all new customers to inform them of the process for viewing vehicle photos and to make sure they have a user name and password set up as well as a PIN number. Contact HOA and Condo properties to get sign offs for walk and tag sheets. Assist/Resolve/Follow through with any issues property Managers may have. Maintain Cleanliness of Tagger Vehicles / Supplies / Office. Also including ordering supplies when needed. Maintain / Issue scheduling of Repave Projects working with Lead Driver on shift. Communicate between Dispatch and Sales Department any issues that may need clarity. Create/Gather/Research /Compare any information needed or requested by Manager or Property Manager.</p>
<p>Heavy Duty Tow Operators (full-time and part-time)</p>	<p>Must be at least 21 years of age, due to DOT regulations, and have 5 years verifiable experience as licensed driver. Must possess Class A (CDL) license. Duties include; recovering, towing and otherwise transporting various types of vehicles and equipment, including trucks, tractor/trailers, buses, motorhomes, motorcycles, and heavy equipment, etc. Cleaning up vehicle debris, or other load spills, while adhering to all company safety policies and procedures. Other duties will include invoicing, log books, DVIR's, etc. Two (2) years' experience operating medium/heavy wreckers is required. Bring current MVR at time of application.</p>
<p>Customer Service Manager (Full-time/ On Call)</p>	<p>Customer Service Manager needed for a fast paced towing and impound yard. Applicants must be flexible in regards to work shifts, organized; detail oriented and should enjoy a hectic pace. Prior management and cash handling experience is a must. Individuals should be able to type, and possess exceptional communication and people skills.</p>
<p>Customer Service Reps. / Forklift Operators (full-time)</p>	<p>Requires the ability to be flexible, organized and detail-oriented. Applicants should enjoy an energetic pace. Requires the ability to perform tasks successfully while working within a fast paced environment. Ability to multi-task while paying close attention to detail is a must. Customer service skills are valuable as well as the ability to operate a computer. The primary function is to provide our customers with the best possible service. Prior forklift, clerical, customer service and cash handling experience is preferred. Individuals should be able to type and possess exceptional communication, conflict resolution and people skills.</p>
<p>Violation Tagger (full-time or part-time)</p>	<p>Motivated individual needed to fill our Walker/Tagger position. Requires ability to walk for long periods, work flexible shifts; evenings & weekends required. Ability to notice unauthorized parking, expired registration, handicap/fire lane violations. Attention to detail is a must. Ability to use a digital camera, and print legibly, must possess valid driver license and have acceptable driving record reflecting at least 3 years of experience driving.</p>

Pre-employment drug screening and background investigations are conducted for all potential candidates. Apply in person at Quality Towing 4100 E. Cheyenne or send resumes to lvemployment@unitedroadtowing.com (when emailing, be sure to specify **position** of interest in subject line). City Towing Inc. (a subsidiary of United Road Towing) doing business as Quality Towing is a federal contractor and an Equal Opportunity/Affirmative Action Employer - Minorities/Females/Protected Veterans/Disabled. United Road Towing promotes a Drug-free workplace.

CPCN 7008.1



CPCN 3069.3



CPCN 7049.1



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Freeway Service Patrol Drivers (Las Vegas, NV) (full-time and part-time)	Drivers needed to patrol highways, in Northern and Southern Nevada, utilizing dedicated routes to assist stranded motorists with minor vehicle repairs and/or emergency medical services, scene clean-up, and assisting Highway Patrol with traffic management. Preferred candidates will have valid certificates at the time of application: First Aid and Safety Program, CPR Certification, DOT flagging course or approved equivalent. All drivers must: Be at least 21 years of age and have a valid Nevada Driver's License with no moving violations recorded within most recent three years, successfully pass the background investigation, have the ability to work independently following established guidelines, have the ability to lift minimum of 50 pounds.
Mechanic (Class A) (full-time or part-time)	Must have experience 2+ years of experience as follows: class 8, Cummins, Cat, International and Ford, electronic diagnostics, engines, transmissions, differentials, power take off, hydraulics, welding fabricating, with prior experience on service truck. This position requires the ability to potentially be on call after regular shift. Successful completion of DOT physical certification required. CDL Required, ASE certified a plus.

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