



BID ANNOUNCEMENT

EQUIPMENT DISPATCHER

Department of Streets & Sanitation
Bureau of Traffic Services

Number of Positions: 4

Starting Salary: \$39.94

This position is covered under the City's collective bargaining agreement with THE TEAMSTERS Local 700 (BARGAINING UNIT 08). Only employees in City job titles in this bargaining unit are eligible to bid on this position.

BID INSTRUCTIONS: Apply on the bid site: <https://chicago.taleo.net/careersection/103/jobsearch.ftl?lang=en> AND

1. Check the box on your profile titled "Currently employed by the City of Chicago"
2. Enter your employee ID (located on your pay stub labeled 'payee/employee number')
3. Select your correct bargaining unit

FAILURE TO FOLLOW THESE INSTRUCTIONS WILL RESULT IN A REJECTED BID APPLICATION

Under general supervision, receives and transmits radio and telephone communications and dispatches appropriate equipment and personnel in response to vehicle and equipment breakdowns, service requests and emergency situations.

ESSENTIAL DUTIES

- Follows established protocols and notifies appropriate personnel and managers of vehicle accidents, escalated fire alarms, activated snow program and other incidents or emergencies.
- Positions are assigned to the City Incident Center (CIC) to monitor, receive and transmit radio/telephone communications to facilitate the delivery of departmental services in support of city-wide operations, and to respond to extreme weather conditions and city-wide emergencies.
- Updates computerized Incident Board, CSR, SharePoint and various logs to track equipment and personnel in response to reported incidents and emergencies, and document services provided.
- Receives tow requests and dispatches tow truck drivers to locations; maintains radio contact with drivers to verify paperwork and vehicle to be towed to auto pound or relocated.
- Monitors and maintains radio communications with department vehicles responding to calls reporting conditions in the field, breakdown of vehicles, and or vehicle incidents/accidents; notifies supervisors following established procedures.
- Utilizes OEMC CAD to receive tow/relocation CAD requests from CPD and dispatches the necessary trucks for immediate response. Updates CAD with appropriate response. Utilizes CSR to enter/update various services provided.
- Activates automated call-out notification as directed, using computerized system (i.e. Everbridge Paging) to initiate report to work notification to appropriate personnel group.
- Monitors weather conditions via Doppler Radar system, reviews incoming National Weather Service reports and reviews weather sensor readings to alert management of potential extreme weather conditions or emergencies.
- Relays instructions and assignments to Motor Truck Drivers throughout the department via two-way radios and pagers; maintains communications during emergency or stand-by alert incidents.
- Uses GPS system to monitor the location of department vehicles as directed

Additional duties may be required for this position.

Location: City Incident Center (CIC)

Address: 1411 W. Madison

Hours: Varies (24- hour coverage)

THIS POSITION IS IN THE CAREER SERVICE.

MINIMUM QUALIFICATIONS

Two years of work experience in operating automotive equipment as a Motor Truck Driver OR two years of work experience in operating radio and communications equipment in a communications or dispatch work environment.

SELECTION REQUIREMENTS

This position requires bidders to complete skills assessment tests. Test results will be sent out by the Department of Human Resources after test results have been analyzed and compiled. Applicants who receive a passing score on the test will be hired in **seniority order**.

ALL REFERENCES TO POLITICAL SPONSORSHIP OR RECOMMENDATION MUST BE OMITTED FROM ALL APPLICATION MATERIALS SUBMITTED FOR CITY EMPLOYMENT.

The City of Chicago is an Equal Employment Opportunity and Military Friendly Employer.

City of Chicago
Brandon Johnson, Mayor

Department of Human Resources
Christopher Owen, Commissioner

Applications for this position will be accepted until 11:59 pm CDT on Monday, June 26, 2023.