

Job Description**NON-CDL DRIVER****394498****Description****DEPARTMENT OF AVIATION**
Airfield Operations, Vehicle Services**BID/JOB ANNOUNCEMENT**

These positions are open to the general public and to all current city employees covered under the terms of the City's collective bargaining agreement with the Teamsters Local 700

SELECT BARGAINING UNIT #08 (BU08) IF APPLYING AS A BIDDER

IF YOU ARE A CURRENT CITY EMPLOYEE AND WANT TO EXERCISE YOUR CONTRACTUAL RIGHTS TO BID, YOU MUST APPLY ON THE BID ONLY SITE AT: www.cityofchicago.org/CAREERS

(Once the website opens, scroll down and click on the button titled "Bid Opportunities.")

IN ADDITION, YOU MUST CHECK THE BOX ON THE CAREERS APPLICATION TITLED "ALREADY EMPLOYED BY THIS COMPANY", CORRECTLY ENTER YOUR EMPLOYEE ID, AND SELECT THE CORRECT BARGAINING UNIT.

YOU MUST USE THE EMPLOYEE NUMBER FOUND ON THE UPPER LEFT-HAND CORNER OF YOUR PAY CHECK STUB LABELED "PAYEE/EMPLOYEE NUMBER."

(NO OTHER FORMAT OR SYSTEM CAN BE USED TO OBTAIN YOUR EMPLOYEE NUMBER).

FAILURE TO CHECK THE "ALREADY EMPLOYED BY THIS COMPANY" BOX, ENTER YOUR EMPLOYEE ID, AND SELECT THE CORRECT BARGAINING UNIT WILL RESULT IN A REJECTED BID APPLICATION.

Number of Positions: 3

ESSENTIAL DUTIES

- Inspects interior and exterior of vehicle for proper working condition including checking gauges, fuel levels, air pressure, and fluid levels at the beginning of the work day to ensure safe operation/driving of vehicle and fills fuel tank, as required
- Drives vehicles (e.g., sedan, van, sport utility vehicle, pickup truck) to transport departmental personnel to and from job sites
- Picks-up, sorts, and delivers items (e.g., mail, packages, supplies, equipment, payroll checks) to various locations and sites throughout the City
- Loads and unloads mail, equipment and supplies into and out of vehicle
- Follows safety regulations and state laws governing vehicle operation and ensures that passengers follow safety regulations
- Responsible for pick up and drop off of vehicle at designated City garage or parking lot • Drives vehicle for maintenance and repair service to assigned locations
- Maintains the cleanliness and security of vehicles
- Prepares daily and monthly log sheets
- Serves as escorts for vehicles in secure areas, as required 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. Performs other related duties as required.

Location: Department of Aviation – O'Hare and Midway

Days: Monday – Friday (**Must be willing and able to work weekends, holidays or nights**)

Hours: 7:00am – 3:00pm (**Must be willing and able to work varied shifts**)

This posting will also fill any future 7140 Non- CDL vacancies for 2024-2025

THIS POSITION IS IN THE CAREER SERVICE

Qualifications

MINIMUM QUALIFICATIONS

A valid State of Illinois driver's license is required. **(MUST Attach at the time of application).**
Must be willing and able to work varied shifts including weekends, holidays or nights

This position requires candidates to complete a Willingness and Ability Questionnaire.

WORKING CONDITIONS

- Exposure to extreme outdoor weather conditions

EQUIPMENT

- Communication equipment (e.g., two-way radio, dispatch communications equipment, multichannel system)

PHYSICAL REQUIREMENTS

- Moderate lifting (up to 35 pounds) is required
- Ability to grasp or manipulate objects

SELECTION REQUIREMENTS:

This position is willing and able. BIDDERS who successfully apply for the position, ATTACH ALL REQUIRED DOCUMENTATION and provide AFFIRMATIVE answers to the Willingness and Ability Questionnaire, will be hired in **seniority order and according to the CBA rules. Non Bidder** applicants who successfully apply for the position, ATTACH ALL REQUIRED DOCUMENTATION and provide AFFIRMATIVE answers to the Willingness and Ability Questionnaire, will be hired in **random order.**

The selected candidates for hire must pass an airport background check and a Security Threat Assessment.

NOTE: To be considered for this position you must provide information about your educational background and your work experience. You must include job titles, dates of employment, and specific job duties. (If you are a current City employee, Acting Up cannot be considered.) If you fail to provide this information at the time you submit your application, it will be incomplete and you will not be considered for this position. There are three ways to provide the information: 1) you may attach a resume; 2) you may paste a resume; or 3) you can complete the online resume fields.

VETERANS PREFERENCE NOTE: The City of Chicago offers Veterans Preference to both current, active military personnel **AND** military personnel who have served in the Armed Forces of the United States and have received an honorable or general discharge. Eligible candidates must have at least six months of active-duty documents. In order to receive the veterans preference, candidates need to indicate whether or not they are a veteran by answering "yes" or "no" to the question on the online application that asks, "Are you currently serving on active duty for at least six months in the Armed Forces of the United States **OR** have you served in the Armed Forces of the United States on active duty for at least six months and received an honorable or general discharge?" In addition, you must attach documentation to verify your military service. For veterans, you must attach a copy of your DD214 (Member Copy-4) to your online application which includes character of service status **OR** a letter from the United States Veterans Administration on official stationery stating dates of service and character of service. For active military personnel, you must attach a letter from your Commanding Office on official stationery verifying your active duty, length of service, and character of service in the Armed Forces of the United States **AND** a copy of your military ID to your online application. **Failure to answer the question and attach the required documentation will result in you not being considered for the Veterans Preference.**

Evaluation: Your initial evaluation will be based on information provided on the application form and documents submitted with the application. Applications must be submitted by the individual applicant. No second party applicants will be accepted.

Residency Requirement: All employees of the City of Chicago must be actual residents of the City as outlined in 2-152-050 of the City of Chicago Municipal Code. Proof of residency will be required.

If you would like to request a reasonable accommodation due to disability or pregnancy in order to participate in the application process, please contact the City of Chicago, Department of Human Resources, at (312) 744-4976 (voice) or (312) 744-5035 (TTY). Please be prepared to provide information in support of your reasonable accommodation request.

ALL REFERENCES TO POLITICAL SPONSORSHIP OR RECOMMENDATION MUST BE OMITTED FROM ANY AND 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

PLEASE NOTE: Please note, all positions with the City of Chicago close promptly at 11:59pm C.D.T. Applications for this position will be accepted until 11:59 pm CDT on April 16, 2024. **NO EXCEPTIONS WILL BE MADE.**

Posting Date Apr 2, 2024 | **Closing Date (Period for Applying) - External:** Apr 16, 2024
BU: 08 | **Salary:** \$33.35 **Pay Basis:**Yearly