

**PLEASE READ THE ENTIRE POSTING. YOU WILL BE ASKED TO ATTACH INFORMATION ONLINE FOR YOUR APPLICATION TO BE COMPLETE**

**BID/JOB ANNOUNCEMENT**

Department of Fleet and Facility Management  
Motor Truck Driver - Tire Repair

Number of positions: 2

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 (Bargaining Unit 08).

**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](http://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.**

Under supervision, drives and operates a variety of motor vehicles and power equipment in order to respond to and make service calls to disabled vehicles in the field, performing non-skilled, physically demanding manual work changing out and replacing tires on a wide variety of light, medium and heavy city vehicles, and performs related duties as required

- Drives service vehicle (e.g., diesel truck equipped with compressor) to various field sites to change out and replace damaged tires on city vehicles including vans, refuse trucks, snow plows, street sweepers, fire trucks, ambulances and other vehicles and equipment (with the exception of heavy operating equipment)
- Checks damaged/flat tire(s) and wheel area on vehicles to assess damage and ensure that tire(s) can be safely changed out and replaced in the field

- Operates manual or air operated jacks to lift vehicle off ground and uses power and hand tools (e.g., impact wrenches and sockets, lug nut torquing guns) to loosen, remove and tighten lug nuts
- Remounts wheel onto vehicle to replace damaged tire and tightens lug nuts holding tires
- Lifts and rolls tires from service truck, and loads and unloads tools needed to replace tires
- Unloads and returns damaged tires to service garage for repair by contracted vendors
- Transports vehicles, materials, tools, equipment and personnel to and from city and/or vendor locations
- Works inside a service garage to change out and replace tires on vehicles as directed
- Repairs damaged tires as needed, using appropriate hand tools
- Loads service truck with needed supply of tires, hand tools and power tools at start of shift
- Conducts safety inspections to ensure assigned vehicles and related equipment are in proper working order
- Completes and submits activity logs and repair orders in order to document work assignments
- Performs related duties as required

Location: 210 West 69<sup>th</sup> Street

Shift: Varies

Days: Vary

Hours: Vary

Salary: \$38.01/hour

#### **THIS POSITION IS IN THE CAREER SERVICE**

- One year of automotive maintenance or tire repair work experience in an automotive repair shop, tire service shop, car dealership or related automotive service facility
- A valid State of Illinois Class “A” Commercial Driver’s License (CDL) is required with “P” and “X” endorsements
- Must be able to operate vehicles equipped with full air brake systems

**Education & Employment Verification** - Please be advised that if you are selected to be hired you must provide, upon request, adequate information regarding your educational and employment history as it relates to the qualifications of the position for which you are applying. If you received your degree internationally, all international transcripts/diploma must be accompanied by a Foreign Credential Evaluation. If the City of Chicago cannot verify this information, any offer extended to you will be withdrawn and you will not be hired.

**NOTE: To be considered for this position, you MUST provide a copy of your valid U.S. Commercial Driver’s License (CDL) Class “A” with a “P” and “X” endorsements at the time of application. IF YOU FAIL TO PROVIDE THIS INFORMATION AT THE TIME OF APPLICATION, IT WILL BE INCOMPLETE AND YOU WILL NOT BE CONSIDERED FOR THIS POSITION. If your CDL has a 4 year extension sticker on the back side,**

you must provide a copy of back of your CDL, as well. Applicants cannot have restrictions on CDL limiting operation of equipment.

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.

### **Selection Requirements:**

This position does not require a test or interview. Bidders who successfully apply for the position, meet the minimum qualifications, and possess the qualifications best suited to fulfill the responsibilities of the position will be hired in **seniority order** according to the collective bargaining agreement. Applicants who successfully apply for the position, meet the minimum qualifications, and possess the qualifications best suited to fulfill the responsibilities of the position will be hired in a **lottery/random order**.

**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 documented. 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 stationary stating dates of service and character of service. For active military personnel, you must attach a letter from your Commanding Officer on official stationary 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.****

### **Preference will be given to candidates possessing the following:**

- Tire repair experience
- Road service tire repair experience

### **Physical Requirements:**

- Heavy lifting (up to 85 pounds) is required
- Ability to walk and stand for extended or continuous periods of time
- Ability to perform physical activities requiring considerable use of one's arms, legs and body to bend, stretch, twist or reach
- Ability to operate applicable hand tools, power tools, and equipment

### **Knowledge:**

Good knowledge of:

- Safety practices, and procedures used in automotive garages
- Automotive parts and equipment
- Procedures and methods for removing and replacing damaged/flat tires on vehicles in the field
- Use of safety equipment and protective gear

**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**

Lori Lightfoot, Mayor

**Department of Human Resources**

Soo Choi, Commissioner

Please note, all positions with the City of Chicago close promptly at 11:59pm Central Standard Time (C.S.T.) Applications for this position will be accepted from November 1, 2019 until 11:59p.m. CST on November 15, 2019. No exceptions will be made.