

BID/JOB ANNOUNCEMENT

Fleet Services Assistant

Department of Asset, Information and Services

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 (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: 9

Under supervision, performs non-skilled and manual work in the routine maintenance and servicing of City vehicles and automotive equipment; provides auto maintenance services at a fuel station, and performs related duties as required

ESSENTIAL DUTIES

Service Garage

- Changes engine oil, lubricates grease fittings and replaces oil, fuel, and emission filters on automobiles, trucks, tractors, and other automotive equipment
- Checks vehicle equipment fluid levels (e.g. transmission, power steering, brake, wiper, engine coolant and hydraulic fluids) and replaces or refills as needed
- Dispenses fuel (e.g. gas, diesel) to fill vehicle fuel tanks and dispenses oil, windshield washer solvent, antifreeze and other vehicle fluids.
- Removes and replaces wheels/tires and secures spare tires on automotive and light duty vehicles
- Checks tires for proper air pressure and wear

- Pressure-washes motors and component housings in preparation for mechanical work
- Rotates tires on vehicles to ensure full tire life expectancy
- Power washes bodies, conveyor chains, and hoppers on salt trucks and related equipment
- Applies license plates and affixes appropriate stickers and decals
- Uses high pressure washers, de-greasers, and commercial cleaning solvents to clean garage facilities, including sweeping and washing floors to prevent safety and fire hazards
- Washes, vacuums, and polishes vehicles
- Updates and maintains computer records with information on vehicles serviced and work completed

Fuel Station

- Maintains the fuel station area, keeping it clean and free of debris to minimize accidents and provide a safe clean working environment (e.g. cleans fuel and oil spills, removes snow and ice).
- Assists drivers who are experiencing problems dispensing fuel; routinely inspects fuel site equipment for proper operation and notifies appropriate personnel of malfunctions and needed repairs.
- Dispenses fuel (e.g. gas, diesel) to fill vehicle fuel tanks and dispenses oil, windshield washer solvent, antifreeze and other vehicle fluids as needed.
- Maintains manual log of vehicles serviced at the fuel station; regularly takes readings of compressed natural gas stored at fuel station; completes required paper work and daily, weekly and monthly reports.
- Receives scheduled fuel deliveries ensuring fuel is dropped into the appropriate tanks and records the required pre and post-delivery tank readings.

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.

Location: Citywide

Hours: Vary

Days: Vary Days Off: Vary

Shift: Varies

Salary: \$25.47 per hour

THIS POSITION IS IN THE CAREER SERVICE

- Six months of automotive maintenance work experience in an automotive repair shop or car dealership; or an equivalent combination of education, training, and experience
- A valid State of Illinois driver's license is required

Disclaimer – “Accredited” means any nationally or regionally accredited college, university, or law school where the applicant is enrolled in or has completed an Associates, Bachelors, Masters, or Juris Doctorate degree program.

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: You must provide your transcripts or diploma, professional license, or training certificates at time of processing. You must also provide your valid U.S. driver's license at time of processing

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 REQUIREMENT:

This position does not require a test or interview. 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 **seniority or lottery/random order.**

PHYSICAL REQUIREMENTS

- Moving and lifting (up to 50 pounds) is required
- Ability to walk and stand for extended or continuous periods of time
- Ability to quickly bend, stretch, twist, or reach out with one's body, arms, and/or legs
- Ability to operate applicable hand tools and power equipment
- Ability to operate a personal computer and related equipment

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 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.**

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

Department of Human Resources

Lori Lightfoot, Mayor

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 April 6, 2020 until 11:59p.m. CST on April 20, 2020. No exceptions will be made.