

BID/JOB ANNOUNCEMENT

Department of Fleet and Facility Management

Fleet Services Supervisor

Number of positions: 3

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.

Under general supervision, supervises Garage Attendants working in a vehicle maintenance facility performing non-skilled and manual work in the routine maintenance and servicing of City vehicles and automotive equipment, and performs related duties as required

Essential Duties:

- As first-line supervisors, prepare work schedules, make daily work assignments and prioritize work orders to ensure the efficiency of work operations
- Review daily manpower and re-allocate staff to ensure proper shift coverage
- Implement safety procedures to minimize accidents and promote a safe work environment; conducts safety training and provides instruction on safety practices
- Monitor work performance and prepare performance evaluations; initiate and enforce disciplinary actions; approves time off requests
- Prepare accident and injury reports; maintains productivity records and prepare work reports
- Monitor time and attendance

SERVICE GARAGE:

- Monitor work activities of Garage Attendants to ensure efficiency, timeliness, and adherence to established quality standards
- Instruct Garage Attendants in performing preventative maintenance work, including oil and filter changes, lubrication of grease fittings, and repairing and balancing tires
- Reviews work orders and related reports to ensure proper servicing of vehicles including checking for proper tire-pressure and replenishing of automotive fluids
- Orders needed supplies of lubricants, automotive fluids, and cleaning solvents
- Inventories and stores supplies to ensure adequate levels are maintained
- Inspects work areas to ensure garage area is kept clean and free of potential hazards
- Updates computerized records on vehicles serviced
- Assists Garage Attendants in performing the more difficult attendant duties as needed

FUEL STATION:

- Monitors work activities at fuel stations, traveling to stations to inspect operating conditions and ensuring sites are clean and free of debris, fuel pumps are working properly
- Ensures Garage Attendants are providing needed services to vehicles including checking oil and other fluids
- Response to problems at stations reported by Garage Attendants, including inspecting pumps to identify malfunctions and requesting needed repairs
- Conducts safety inspections, ensuring area surrounding underground fuel tanks remain clear and accessible at all times to allow for refueling
- Check and ensure proper records are being maintained including manual logs of vehicles arriving at fuel station, type of fuel (e.g. gas, diesel, compressed gas) dispensed, and other services provided

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: \$25.88/hour

THIS POSITION IS IN THE CAREER SERVICE

One year of automotive maintenance experience in an automotive repair shop or car dealership, or an equivalent combination of training and experience.
 Must possess and maintain a valid State of Illinois driver's license

Working Conditions:

- General office environment and automotive service garage
- Adverse weather conditions
- Work schedules include varying days off and shifts
- Unavoidable exposure to adverse weather conditions
- Exposure to loud noise, fumes or dust, oily or wet environment
- Exposure to hazardous conditions (e.g., heavy equipment)

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 operate a personal computer and related equipment

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.

This position requires candidates to pass both a written job knowledge exam and a supervisory skills assessment, and complete an interview. Test results will be sent out by the Department of Human Resources after test results have been compiled and analyzed. Candidates who pass both tests will be selected to interview. Applicants will be hired in seniority/lottery order.

Selection Requirement:

This position requires applicants to successfully pass a written test and complete an interview. The interviewed candidate(s) receiving a passing score on the test and possessing the qualifications best suited to fulfill the responsibilities of the position will be selected. Bidders will be hired in seniority order.

Preference will be given to candidates possessing the following:

- Previous experience in automotive maintenance and repair
- Supervisory experience related to the responsibilities of the position
- Proficiency with a PC

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 stationery stating dates of service and character of service. For active military personnel, you must attach a letter from your Commanding Officer 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

Department of Human Resources

Rahm Emanuel, 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 until 11:59p.m. CST on **January 10, 2019.***
No exceptions will be made.