



Code: 7047

Family: Construction, Maintenance, and Skilled Labor

Service: Operation and Construction

Group: River, Harbor and Transportation

Series: Airport Operation

CLASS TITLE: MANAGER OF VEHICLE MAINTENANCE

CHARACTERISTICS OF THE CLASS

Under direction, directs twenty-four hour operations for the repair and maintenance of City vehicles and equipment at an assigned Department of Fleet Management facility, and performs related duties as required

ESSENTIAL DUTIES

- Directs skilled trades personnel responsible for supervising the preventive maintenance and repair of City automotive, trucking, and heavy duty off road equipment
- Reviews and approves work schedules and staffing assignments
- Oversees and monitors daily shop operations including tracking the status of open work orders
- Develops and oversees the implementation of work and OSHA safety procedures and coordinates staff training on same
- Establishes performance measures and monitors productivity to ensure operational efficiency
- Reviews completed work orders for quality control, cost, and to ensure jobs were performed in a timely manner
- Coordinates with facilities management regarding the general maintenance, repair, and security of garage facilities
- Manages repair work performed by outside vendors
- Implements and manages all state and federal environmental regulations within compliance
- Orders automotive and equipment parts and cleaning supplies
- Develops and oversees the administration of rental and lease programs for automotive and trucking equipment as required
- Assists department staff in creating and revising vehicle and equipment specifications as required
- Oversees the preparation of and completes staff performance appraisals and initiates and administers corrective or disciplinary actions, as needed
- Prepares management, cost, and work activity reports
- Participates in streamlining departmental procedures, creating cost efficiencies, and improving customer service

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.*

MINIMUM QUALIFICATIONS

Education, Training, and Experience

- Seven (7) years of work experience in the repair and maintenance of automotive, trucking and heavy-duty off-road equipment, of which one (1) year is in a supervisory role related to the responsibilities of the position, **OR**
- Graduation from an accredited college with an Associate's degree in Automotive Technology, Automotive Engineering Technology, Automotive Management or a directly related field, PLUS

five (5) years of work experience in the repair and maintenance of automotive, trucking and heavy-duty off-road equipment, of which one (1) year is in a supervisory role related to the responsibilities of the position, **OR**

- Graduation from an accredited college or university with a Bachelor's degree in Automotive Technology, Automotive Engineering Technology, Automotive Management or a directly related field, PLUS three (3) years of work experience in the repair and maintenance of automotive, trucking and heavy-duty off-road equipment, of which one (1) year is in a supervisory role related to the responsibilities of the position, **OR**
- Graduation from an accredited college or university with a Master's degree or higher in Automotive Technology, Automotive Engineering Technology, Automotive Management or a directly related field, PLUS two (2) years of work experience in the repair and maintenance of automotive, trucking and heavy-duty off-road equipment, of which one (1) year is in a supervisory role related to the responsibilities of the position

Licensure, Certification, or Other Qualifications

- A valid State of Illinois driver's license is required

WORKING CONDITIONS

- General office environment
- Exposure to loud noise, fumes or dust, oily or wet environment
- Exposure to hazardous conditions (e.g., heavy machinery)

EQUIPMENT

- Standard office equipment (e.g., telephone, printer, photocopier, fax machine, calculator)
- Computers and peripheral equipment (e.g., personal computer, computer terminals, hand-held computer)
- Personal protective equipment (e.g., hard hat, shoes, glasses, gloves, vest, pads)
- Two-way radio

PHYSICAL REQUIREMENTS

- No specific requirements

KNOWLEDGE, SKILLS, ABILITIES, AND OTHER WORK REQUIREMENTS

Knowledge

Considerable knowledge of:

- *automotive repair, maintenance, and preventative maintenance methods, practices, and procedures

Moderate knowledge of:

- *management and supervisory principles, methods, practices and procedures
- *use of safety equipment and protective gear
- applicable safety and code standards specific to the operation and maintenance of vehicles, including OSHA standards

Some knowledge of:

- budgetary and fiscal management practices

- applicable computer software packages and applications
- Knowledge of applicable City and department policies, procedures, rules, and regulations

Skills

- *ACTIVE LEARNING - Understand the implications of new information for both current and future problem-solving and decision-making
- *ACTIVE LISTENING - Give full attention to what other people are saying, take time to understand the points being made, ask questions as appropriate, and not interrupt at inappropriate times
- *CRITICAL THINKING - Use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems
- *MANAGEMENT OF FINANCIAL RESOURCES - Determine how money will be spent to get the work done and account for these expenditures
- *MANAGEMENT OF PERSONNEL RESOURCES - Motivate, develop, and direct people as they work and identify the best people for the job
- COORDINATION WITH OTHERS - Adjust actions in relation to others' actions
- *NEGOTIATION - Bring others together and trying to reconcile differences
- *JUDGEMENT AND DECISION MAKING - Consider the relative costs and benefits of potential actions to choose the most appropriate one

Abilities

- COMPREHEND ORAL INFORMATION - Listen to and understand information and ideas presented through spoken words and sentences
- SPEAK - Communicate information and ideas in speaking so others will understand
- COMPREHEND WRITTEN INFORMATION - Read and understand information and ideas presented in writing
- WRITE - Communicate information and ideas in writing so others will understand
- REASON TO SOLVE PROBLEMS - Apply general rules to specific problems to produce answers that make sense

Other Work Requirements

- INITIATIVE - Demonstrate willingness to take on job challenges
 - LEADERSHIP - Demonstrate willingness to lead, take charge, and offer opinions and direction
 - ADAPTABILITY/FLEXIBILITY - Be open to change (positive or negative) and to considerable variety in the workplace
 - DEPENDABILITY - Demonstrate reliability, responsibility, and dependability and fulfill obligations
 - ATTENTION TO DETAIL - Pay careful attention to detail and thoroughness in completing work tasks
 - INDEPENDENCE - Develop own ways of doing things, guide oneself with little or no supervision, and depend mainly on oneself to get things done
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CLASS TITLE: MANAGER OF VEHICLE MAINTENANCE

All employees of the City of Chicago must demonstrate commitment to and compliance with applicable state and federal laws, and City ordinances and rules; the City's Ethics standards; and other City policies and procedures.

The City of Chicago will consider equivalent foreign degrees, accreditations, and credentials in evaluating qualifications.

* May be required at entry.

City of Chicago
Department of Human Resources
May, 2015; May, 2025