



Code: 7132

Family: Construction, Maintenance, and Skilled Labor
Service: Operation and Construction
Group: River, Harbor and Transportation
Series: Automotive Transportation

CLASS TITLE: MOBILE UNIT OPERATOR

CHARACTERISTICS OF THE CLASS

Under general supervision, drives a mobile unit equipped with medical supplies, equipment, and/or educational materials to communities throughout the City to provide health services including immunizations and health education to city residents, and performs related duties as required

ESSENTIAL DUTIES

- Inspects interior and exterior of vehicle for proper working condition including gauges, fuel levels, air pressure, and fluid levels at the beginning of work day to ensure safe operation / driving of vehicle; fills fuel tank
- Maintains the cleanliness of the Care Van's interior and exterior including sweeping, mopping and proper disposal of garbage and biohazard waste bags and containers
- Drives mobile unit to designated service garage for scheduled preventive maintenance
- Responsible for pick up and drop off of mobile unit at designated City garage
- Drives other vehicles in the Department's motor pool as needed
- Prepares daily work reports of vehicle maintenance checks and mileage to and from locations

Department of Health

- Drives Care Van (approximately 25ft long x 8ft wide x 13ft high in size) to and from designated locations throughout the City's various communities
- Loads medical and paper supplies and materials, and stores in appropriate areas of the Care Van for safe transport to sites; unloads materials, supplies and sets up tables and chairs
- Contacts event organizers prior to arrival to ensure appropriate size space is available for the parking of the Care Van and the setting up of tables and chairs adjacent to the Care Van
- Assists in distributing outreach materials and fliers at community event sites and performs other related duties (e.g. crowd control) to assist staff working health event
- Stocks Care Van with adequate medical and paper supplies including syringes, band aids, various consent and immunization forms, sharps containers and biohazard waste bags

Department of Family and Support Services

- Drives a mobile unit (approximately 40 ft long x 8ft wide x 12ft high in size) to and from sites; unit is staffed by medical staff to provide immediate health services and referrals to the homeless population
- Stabilizes and levels the mobile unit using hydraulic stabilizer system / jacks to provide a safe environment for medical staff and clients
- Start and stop diesel generator and HVAC system on mobile unit to supply needed electricity, heat or air conditioning
- Washes the exterior of mobile unit and maintains the toilet facility on unit (e.g. disposal of sewage, adding water)
- Assist in servicing clients, distributing forms, answering questions and controlling the entry and exit of clients into the mobile unit

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

- Willingness and ability to perform the job duties

Licensure, Certification, or Other Qualifications

- A valid State of Illinois Class "A" or "B" Commercial Driver's License (CDL) is required
- Must be willing and able to work weekend schedule during summer months

WORKING CONDITIONS

- Exposure to outdoor weather conditions

EQUIPMENT

- Personal protective equipment (e.g., gloves, vest)
- Communication equipment (e.g., two-way radio, cell phone)

PHYSICAL REQUIREMENTS

- Ability to lift and carry up to 35 pounds
- Ability to move one's hands and arms to grasp or manipulate objects

KNOWLEDGE, SKILLS, ABILITIES, AND OTHER WORK REQUIREMENTS

Knowledge

Moderate knowledge of:

- automotive components, systems and parts and their proper operation
- applicable safety standards specific to motor vehicles

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

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
- RECOGNIZE PROBLEMS - Tell when something is wrong or is likely to go wrong

Other Work Requirements

- INITIATIVE - Demonstrate willingness to take on job challenges
 - COOPERATION - Be pleasant with others on the job and display a good-natured, cooperative attitude
 - DEPENDABILITY - Demonstrate reliability, responsibility, and dependability and fulfill obligations
 - ATTENTION TO DETAIL - Pay careful attention to detail and thoroughness in completing work tasks
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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
June, 2012