



## **JOB ANNOUNCEMENT**

### **AIRPORT FACILITIES MANAGER**

**NUMBER OF VACANCIES: 1 (one)**

**ESSENTIAL DUTIES:**

Conducts Walk-throughs and Facility Inspections. Regularly inspects terminal facilities to identify maintenance and repair needs.

Ensures facilities are in compliance with safety and operational standards. Initiates Maintenance and Repair Work Orders.

Creates and prioritizes work orders for maintenance and repair projects based on inspection findings. Meets with Stakeholders.

Collaborates with tenants, contractors, and departmental staff to discuss operational and financial issues related to planned construction and general maintenance and repair projects.

Plans and Manages Maintenance Projects. Develops comprehensive plans for maintenance projects, including timelines, budgets, and resource allocation.

Supervises project execution and ensures timely completion. Utilizes the City FMS/ FMPS system for processing APRF's (Authorizations for Purchase Requisitions) and releases for vendor goods and services.

Monitors burn rate, budget balances and ensures adherence to vendor limits. Manages funding for maintenance projects within the budget.

Supervises staff and contracts. Leads and directs staff involved in maintenance projects and payment processing.

Ensures compliance with City term contracts, vendor limits, extensions, revisions, and bid documents.

Communication and Reporting:

Maintains clear communication with other Airport Facility Managers and the Deputy Commissioner of Facilities regarding project status, financial reports, budgets, funding sources, and contractual limits.

Maintains operating records on repairs and maintenance work and prepares related reports.  
Reviews Contractor Proposals.

Reviews contractor proposals for the creation of APRF's using Financial Management Software, ensuring accuracy and compliance. Processes releases, invoices, and prepares reports as needed. Works with Financial Management Systems and Budgets. Performs other related duties as required.

**CHICAGO DEPARTMENT OF AVIATION**

**Location:** O'HARE INTERNATIONAL AIRPORT

**Hours:** 8am – 4pm

**The candidate(s) selected for hire must pass an airport background check and a Security Threat Assessment (STA)**

**THIS POSITION IS EXEMPT FROM CAREER SERVICE.**

**Qualifications**

**MINIMUM QUALIFICATIONS:**

Graduation from an accredited college or university with a Bachelor's degree in Business Administration, Property Management, Facilities Management, Construction Management or in a directly related field, plus five years of multipurpose facilities management experience, including two years of supervisory experience; or an equivalent combination of education, training and experience.

**Licensure, Certification, or Other Qualifications**

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

Must obtain Basic Airfield Driver (YELLOW) Certification within 90 days of hire and maintain throughout employment.

**Candidates selected for hire must pass a Ground Motor Vehicle Operating Regulation Basic Driving test (Yellow Stripe) administered by the Chicago Department of Aviation within 90 days of hire.**

**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 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 field.

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

#### **SELECTION REQUIREMENTS:**

This position requires applicants to complete an interview. The interviewed candidate(s) possessing the qualifications best suited to fulfill the responsibilities of the position will be selected, AND

Preference will be given to candidates possessing the following:

- Previous work experience with contracts administration.
- Previous work experience coordinating, directing and supervising maintenance contracts.
- Previous work experience interpreting guidelines and contract provisions relative to facilities maintenance.
- Previous finance and budget experience with accounts payable and accounts receivable.
- Level of proficiency in generating reports using Microsoft Word and Excel.

**The candidate(s) selected for hire must pass an airport background check and a Security Threat Assessment (STA)**

**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 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 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 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 Opportunity and Military Friendly Employer**

**City of Chicago**

Brandon Johnson, Mayor

Here is the link to the City of Chicago website:

<https://chicago.taleo.net/careersection/100/jobsearch.ftl?lang>

[Job Search - Basic Search - Taleo](#)

This service is set to disconnect automatically after {0} minutes of inactivity. Your session will end in {1} minutes.

chicago.taleo.net

### **FOLLOW THE STEPS BELOW TO VIEW THE OPEN POSITION AT THE CDA**

1. Visit [flychicago.com/jobs](http://flychicago.com/jobs) or click the link above.
2. Click on the current open position at CDA.
3. Select the position – **Airport Facilities Manager**

#### **Airport Facilities Manager - Facilities (O'Hare)**

**\$75,996.00**

**Job #376614**

**11/21/23 - 12/04/23**

1. The applicant must create a Candidate Profile to apply for the position. Once a profile is set up, the applicant will receive email alerts for new positions in the area of interest.
2. A job posting will remain online for a minimum of 14 business days.
3. All information must be completed on the application. The following documents should be attached (resume, cover letter, and transcripts.)