



JOB ANNOUNCEMENT

NUMBER OF VACANCIES: 2 (two)

This role is responsible for conducting regular inspections of leasehold areas, traveling to, and driving and/or walking through leasehold areas to view existing conditions and document any discrepancies from lease terms or the law. The role will also host and attend regular meetings to discuss conditions of sites and plans for remediation of violations and/or issues.

ESSENTIAL DUTIES:

Maintains working relationships with airport tenants, including participating in tenant meetings to ensure all parties remain abreast of airport issues and working with tenants to resolve operational problems.

Assists in coordinating logistical issues with airline personnel. Attends meetings with construction contractors and airline and department personnel to schedule, coordinate and monitor the progress of airport construction projects.

Conducts inspections of landside areas, inspecting terminals to assess cleanliness, general appearance, and internal climate control, checking escalators, people movers, and related equipment for proper operation, and ensuring security doors and systems are operating properly.

Responds to atypical and emergency terminal and landside situations, implementing required emergency and standard operating procedures, monitoring responders and actions taken and maintaining communications with appropriate airport personnel.

Monitors and assesses the work and services of private vendors, determining compliance with contractual requirements and ensuring completed work complies with department's quality standards. Performs other related duties as required.

CHICAGO DEPARTMENT OF AVIATION

Location: O'HARE INTERNATIONAL AIRPORT

Hours: 9am – 5pm

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

THIS POSITION IS IN THE CAREER SERVICE.

Qualifications

MINIMUM QUALIFICATIONS:

Five years of work experience in coordinating airport terminal operations, 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 be available to work regular work schedule and be available for on-call duty assignment.

that may include evenings, overnight, weekend and/or holiday hours.

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 of airport/construction management.
- Previous work experience in maintenance and facility safety or logistics for a large facility/warehouse or an airport.
- Proficiency level in Microsoft Office Suite applications/programs.
- Previous OSHA training and work experience

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
Resources**

Brandon Johnson, Mayor

Department of Human

Kathleen Doyle Dane, Acting Commissioner

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 or click the link above.
2. Click on the current open position at CDA.
3. Select the position – **Assistant Airport Manager**

Assistant Airport Manager (O'Hare)

\$65,688.00

Job #385402

11/28/23 - 12/27/23

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.)