



JOB ANNOUNCEMENT

MANAGER OF AIRPORT OPERATIONS CHICAGO DEPARTMENT OF AVIATION

Vehicle Services

Number of Positions: 3

(Additional vacancies possible pending budget approval)

Starting Salary: \$97,836.00 (BX19)

Applications for this position will be accepted until 11:59pm CDT on 4/29/2026.

ESSENTIAL DUTIES

- Oversees Vehicle Services airfield and landside operations during an assigned shift to ensure that airport operates safely and efficiently, and in compliance with Federal Aviation Administration (FAA) regulations and departmental operating and security procedures.
- Conducts field observations of equipment and supervises and monitors work activities of department personnel ensuring minimal restrictions and disruptions to aircraft operations.
- Analyzes equipment and vehicle conditions, tracks and reports on vehicle usage and reviews and monitors related activities.
- Responds to atypical and emergency situations, implementing required emergency and standard operating procedures, monitoring Vehicle Services staff and actions taken and maintaining communications with appropriate airport personnel.
- Reviews reports and investigate vehicle accidents by department personnel, working with managers to address reasons for accidents and implementing procedures to prevent similar incidents.
- Participates and provides management input into the selection, performance evaluation and discipline of departmental staff.
- Oversees attendance of subordinate personnel and participates in related progressive disciplinary processes.
- Reviews operational logs and related reports, oversees work schedules for staff and reviews staff overtime, as required. Performs other related duties as required.

Additional duties may be required for this position

Location: O'Hare International Airports, Chicago

Days: Monday through Friday

Hours: 7:00am to 3:00pm, 3:00pm to 11:00pm, and 11:00pm-7:00am

THIS POSITION IS EXEMPT FROM THE CAREER SERVICE

Qualifications

MINIMUM QUALIFICATIONS: Eight (8) years of work experience in airfield operations, transportation operations, airport compliance, facility or emergency management, of which two (2) years are in a supervisory role related to the responsibilities of the position, **OR** Graduation from an accredited college with an Associate's degree in Business Administration, Public Administration, Aviation Management or a directly related field, PLUS six (6) years of work experience in airfield operations, transportation operations, airport compliance, facility or emergency management, of which two (2) years are 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 Business Administration, Public Administration, Aviation Management or a directly related field, PLUS four (4) years of work experience in airfield operations, transportation operations, airport compliance, or facility or emergency management, of which two (2) years are 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 Business Administration, Public Administration, Aviation Management or a directly related field, PLUS three (3) years of work experience in airfield operations, transportation operations, airport compliance, facility or emergency management, of which two (2) years are 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

Must obtain advanced airfield driver certification within six months of hire

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

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

SELECTION REQUIREMENTS: This position requires applicants to complete an interview. Interviewed candidates possessing the qualifications best suited to fulfill the responsibilities of the position will be hired.

For Information on our employees benefits please visit our benefits website at:

<https://www.chicago.gov/city/en/depts/fin/benefits-office.html>

For Information on our salary and title structure visit our classifications website at:

[https://www.chicago.gov/content/dam/city/depts/dhr/supp_info/JobClassification/2025 Classification and Pay Plan.pdf](https://www.chicago.gov/content/dam/city/depts/dhr/supp_info/JobClassification/2025_Classification_and_Pay_Plan.pdf)

APPLICATION EVALUATION: Initial evaluation will be based on information provided on the application and the documents submitted. The Department of Human Resource staff will review applications after the final posting date. Staff will follow all required Employment/Hiring Plan provisions, federal, state and local laws, and Collective Bargaining Agreements when applicable. Staff will apply hiring preferences as required by the municipal code. Placement on an eligibility list is not an offer or guarantee of an interview nor employment with the City of Chicago.

COMMITMENT TO DIVERSITY: To further our commitment to hiring applicants with diverse experience the City of Chicago has adopted the following ordinances 2-74-020 and 2-74-075. The ordinances provide a preference for applicants who meet minimum qualifications and who are veterans of the Armed Forces, and/or residents of Socio-Economically Disadvantaged Areas (SEDA) and/or Chicago Public School (CPS) high school graduates to be referred to departments for consideration. ***These hiring preferences do not apply to bidders, as Collective Bargaining Agreements define the hiring process for bidders. For positions covered by a collective bargaining agreement, bidders will be considered before external candidates.*** To learn more about our hiring practices [click here.](#)

ALL REFERENCES TO POLITICAL SPONSORSHIP OR RECOMMENDATION MUST BE OMITTED FROM ALL APPLICATION MATERIALS SUBMITTED FOR CITY EMPLOYMENT.

The City of Chicago is an Equal Employment Opportunity, Military Friendly, and Fair Chance Employer.

City of Chicago

Brandon Johnson, Mayor

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Here is the link to the City of Chicago website:

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

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

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 – **Manager of Airport Operations – O’Hare**

Manager of Airport Operations (O’Hare)

\$97,836.00

Job #417099

04/16/26 - 04/29/26

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. Job postings 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.)