



JOB ANNOUNCEMENT

ASSISTANT COMMISSIONER-43

CHICAGO DEPARTMENT OF AVIATION Vehicle Services

Number of Positions: 1

(Additional vacancies possible pending budget approval)

Annual Starting Salary Range: \$137,856 to \$155,292

Applications for this position will be accepted until 11:59pm CDT on July 28, 2026

Under direction, this class functions at the managerial level participating in a city department's leadership staff. The class manages a major division or program; has direct responsibility for division or program operations; and works to implement and enhance City infrastructure, services, programs and initiatives across City government; and performs related duties as required

This class title has been designated as a multi-tiered title. Positions allocated to this title code are assigned to Tier 3 City departments and have been designated as such on the Senior Manager Salary Plan.

ESSENTIAL DUTIES

- Plans and directs the activities of Vehicle Services at O'Hare Airport.
- Plans and coordinates asset acquisitions for the department.
- Tracks asset maintenance for the department.
- Oversees and coordinates the work of area supervisors to ensure conformance to established schedules, governmental regulations and department policies.
- Reviews and evaluates the work performance of supervisory personnel, recommending disciplinary action when needed
- Coordinates and participates in human resources activities (e.g., interviewing, employee relations).
- Directs and monitors training programs for subordinate staff to ensure adherence with Federal Aviation Administration (FAA) regulations and department work requirements.

- Deal with personnel issues and ensures compliance with department SOPs and union contracts.
- Establishes and maintains operational budgets for assigned areas.
- Develops and implements procedures to track budget expenditures and prepares financial reports.
- Reviews work summaries submitted by supervisory staff and generates comprehensive activity reports.
- Represents the department at meetings with federal, state, and local agencies
- Serves as liaison with airport tenants and concessionaires and responds to inquiries regarding the status of repair and maintenance issues
- Functions as the head of an operational division or section within a department accountable for the management of the organization's work operations, direction and oversight of staff, and control of budgetary and administrative functions
- Manages functions including budget preparations and grant funding, human resources, labor relations, finance and accounting, contracts administration and purchasing, accounts payable and inventory management, computer support, and office management activities

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.*

Location: 10000 W. Montrose Ave, Chicago IL 60666
Days: Monday - Friday
Hours: 8:00 AM – 4:00 PM

Qualifications

THIS POSITION IS EXEMPT FROM CAREER SERVICE

MINIMUM QUALIFICATIONS

Education, Training, and Experience

- Nine (9) years of experience related to the responsibilities of the position, 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 a field related to the duties performed, including seven (7) years of work experience related to the position, 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 a field related to the duties performed, including five (5) years of work experience related to the position, 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 a field related to the duties performed, including four (4) years of work experience related to the position, of which two (2) years are in a supervisory role related to the responsibilities of the position

NOTE: *The candidate(s) 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. The interviewed candidate(s) possessing the qualifications best suited to fulfill the responsibilities of the position, based on the oral and written parts of the interview will be selected.

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/diplomas must be accompanied by a Foreign Credential Evaluation. You must provide your transcripts or diploma, professional license, or training certificates at the time of processing, if applicable. If the City of Chicago cannot verify this information, any offer extended to you will be withdrawn, and you will not 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. Department of Human Resource staff will review applications after the final posting date. Staff will follow any and 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 to 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**

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 – **Assistant Commissioner – Vehicle Services**

Assistant Commissioner - Vehicle Services (O'Hare)

\$137,856.00 - 155,292.00

Job #417005

07/21/26 - 07/28/26

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.)