



JOB ANNOUNCEMENT

BID/JOB ANNOUNCEMENT

Equipment Dispatcher

Department of Aviation
Vehicle Services Division

Number of Positions: 2
(Additional vacancies possible pending budget approval)
Starting Salary: \$51.11 per hour

This position is open to the public and all current City employees covered under the City's collective bargaining agreement with TEAMSTERS, LOCAL 700 (BARGAINING UNIT #08). Only employees in City job titles in this bargaining unit are eligible to bid.

BID INSTRUCTIONS: Apply on the bid
site: <https://chicago.taleo.net/careersection/103/jobsearch.ftl?lang=en> AND

1. Check the box on your profile titled "Currently employed by the City of Chicago"
2. Enter your employee ID (located on your pay stub labeled 'payee/employee number')
3. Select your correct bargaining unit

FAILURE TO FOLLOW THESE INSTRUCTIONS WILL RESULT IN A REJECTED BID APPLICATION

Applications for this position will be accepted until 11:59pm CDT on 8/3/2026

Under general supervision, receives and transmits radio and telephone communications and dispatches appropriate equipment and personnel in response to vehicle and equipment breakdowns, service requests and emergency situations, and performs related duties as required

ESSENTIAL DUTIES

- Positions work assigned shift at a Dispatch Center at O'Hare or Midway International Airport, monitoring, receiving and transmitting radio communications to provide vehicle services to support the airport's operations
- Maintains records and monitors the location of Motor Truck Drivers and their assigned city vehicles, tracking their airside or landside location in the airport through radio communications and maintains records of these activities.
- Answers calls via radio and phone from Airport Operations staff requesting vehicle services support and dispatches vehicles and equipment to assist, including vehicles to escort/transport contractors to airside locations, sweepers, tow trucks, snow removal or salt spreading equipment
- Relays instructions and assignments given by Motor Truck Foreman and Vehicle Services Management Team to Motor Truck Drivers throughout the airport via two-way radios and pagers; maintains communications during emergency or stand-by alert incidents
- Calls out and notifies Motor Truck Drivers to report for work during emergency or snow operations; prepares manual and computerized manpower reports

Additional duties may be required for this position

Location: O'Hare Airport AMC (Building 502) 10000 Montrose Ave. Chicago, IL 60666

Days: Monday - Friday

Hours: 6:00 a.m. – 2:00 p.m.
2:00 p.m. – 10:00 p.m.
10:00 p.m. – 6:00 a.m.

THIS POSITION IS IN THE CAREER SERVICE

Qualifications

MINIMUM QUALIFICATIONS

Education, Training, and Experience

- Two years of work experience in operating automotive equipment as a Motor Truck Driver OR two years of work experience in operating radio and communications equipment in a communications or dispatch work environment

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

NOTE: You must provide your valid U.S. driver's license at time of processing.

KNOWLEDGE, SKILLS, ABILITIES, AND OTHER WORK REQUIREMENTS:

- Basic personal computer operations and applicable software.
- Strong knowledge of radio phraseology/utilization.
- Radio communications equipment.
- Geographical locations within the city and location of applicable departmental facilities.
- Departmental work operations including type of equipment and work crews used in the field and emergency and incident protocols.
- City's 311-CSR (customer service request) system.
- Knowledge of applicable City and department policies, procedures, rules, and regulations.

Licensure, Certification, or Other Qualifications

- None

NOTE: New employees are required to complete all training requirements including working knowledge of specialized CDA equipment used for duty assignments, snow removal and airport emergencies within 60 days and pass an examination for competency. The training will consist of: Radio Phraseology, CDA Operations (duty assignments and equipment familiarization), emergency response SOPs, Winter Operations, and functional knowledge of the Electronic Logging System. There will be a 30-day training evaluation with a Foreman and/or Manager.

SELECTION REQUIREMENTS

This position requires applicants to complete a written test / skills assessment. Test results will be sent out by the Department of Human Resources after the test results have been analyzed and compiled. Bidders who receive a passing score on the test will be hired in seniority order according to the collective bargaining agreement. External candidates who receive a passing score on the test will be hired in lottery/random order.

Preference will be given to candidates possessing the following:

- At least 2 years of airfield/airport experience
- Valid Commercial Driver's License with X Endorsement

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

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 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 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

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 – **Equipment Dispatcher**

Equipment Dispatcher (O'Hare)

\$51.11 / Hourly

Job #418547

07/20/26 - 08/03/26

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.)