JOB ANNOUNCMENT

BID/JOB ANNOUNCEMENT

AVIATION COMMUNICATIONS OPERATOR - TRAINER

Chicago Department of Aviation

CDA- Communication Section

Number of Positions: 1

(Additional vacancies possible pending budget approval)

Starting Annual Salary: I15 $74,520/year

This position is open to the public and all current City employees covered under the City's collective bargaining agreement with PUBLIC SAFETY EMPLOYEES' UNION – S.E.I.U., LOCAL 73 AND I.B.E.W. LOCAL 21 BARGAINING UNIT 02, (BU 02) 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 from 10/30/26 until 11:59pm CDT on 11/13/26

The Aviation Communications Operator-Trainer coordinates activities and conducts training for new and current aviation communications staff working at O'Hare or Midway Communications Center; and performs related duties as required

ESSENTIAL DUTIES

- Conducts classroom and on-the-job training in the operation of radio, telephone, camera system, access control, and computer aided dispatch system for new aviation communications operator staff
- Conducts training on airfield geography (e.g., cargos areas, runways, landside buildings) to become accustomed with airport jurisdictions and terminal buildings
- Develops, maintains, and implements course curriculums, lesson plans, course objectives, training modules and tests under the oversight of a Shift Supervisor of Security Communications Center
- Prepares new and refresher training materials (e.g., handouts, manuals, notices, bulletins, etc.) under the oversight of a Shift Supervisor of Security Communications Center
- Instructs staff on standard airport emergency operations, policies, procedures, and directives
- Tracks continuing education courses completed by staff to ensure compliance with certification, city, and state requirements
- Attends continuing education courses and training classes to maintain current on airport communications industry operations and standards
- Creates and maintains training records
- When not performing training as the primary job responsibility, will perform Aviation Communications Operator duties as assigned by receiving and dispatching requests for police, security, fire suppression and emergency medical services at the airport
- Maintains proficiency in job functions performed by Aviation Communications Operators

Additional duties may be required for this position.

Location: 10510 W. Zemke, Chicago, ILL 60666
Days: Monday-Friday
Hours: 8:30 AM-4:30 PM

THIS POSITION IS IN THE CAREER SERVICE

Qualifications

- High School Diploma or equivalent certificate (GED), plus three (3) years of work experience as an Aviation Communications Operator within the City of Chicago

Licensure, Certification, or Other Qualifications

- Emergency Medical Dispatch License
- LEADS certification is required

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

SELECTION REQUIREMENTS

This position requires the successful completion of an online application and an initial screening process. Applicants who meet the established screening criteria may be invited to participate in a structured interview using a standardized set of questions, aligned with the requirements of the position.

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
City of Chicago :: Classification and Pay Plan

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 – **Aviation Communications Operator – Trainer**

Aviation Communications Operator - Trainer (Both)
$74,520.00
Job #419198-1
10/21/26 - 11/04/26

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.)