CDA
Chicago Department of Aviation

JOB ANNOUNCMENT

BID/JOB ANNOUNCEMENT

Airport Operations Supervisor I, V14

Chicago Department of Aviation

Airfield Operations Division

Number of Positions: 4

(Additional vacancies possible pending budget approval)

Starting Salary: $77,628.00 - $130,620.00

Applications for this position will be accepted until 11:59pm CDT on December 9, 2026.

These positions are open to the general public and to all current city employees covered under the terms of the City's collective bargaining agreement with LABORERS INTERNATIONAL UNION OF N.A., LOCAL 1001 (BARGAINING UNIT #54).

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

Under general supervision, inspects airfield and airside facilities for overall operational safety, ensuring compliance with operational safety and security standards relating to airport operations under 14 CFR Part 139 administered by the Federal Aviation Administration (FAA), and performs related duties as required.

ESSENTIAL DUTIES:

- Visually inspect the condition and maintenance of airfield facilities and surrounding perimeter (e.g., runways, taxiways, ramps, safety areas) to ensure surfaces are in good physical condition and free of safety hazards, obstructions, and debris.
- Request emergency repairs and monitor work crews on the airfield performing work such as pavement repairs (e.g., potholes), removal of debris and other safety hazards from airfield, and the repair of airfield lighting and signage equipment.
- Prepare documentation and reports of airfield inspections, findings and irregularities and maintain daily log of activities / operations logs.

- Issue and cancel Notice to Air Missions (NOTAMS) to provide current information on aviation and airfield conditions including the opening and closing of runways to FAA air traffic control.
- Monitor weather service reports, check surface conditions and temperatures, and advise city personnel, contractors and other aviation personnel of weather conditions.
- Assist senior level Airport Operations Supervisors II in implementing procedures to control access and movement of personnel on the airfield, closing and opening runways and other airfield areas, and approving proper placement of barricades.
- Act as a liaison to the FAA, airport administration and the airport airfield operations section, monitoring and directing the reporting and dissemination of information relating to construction work, emergency situations and other incidents affecting aircraft movement and field conditions.
- Assist in providing appropriate level of response in emergency situations including monitoring responders, taking actions to ensure operational integrity of the airfield, and maintaining communications with airport management and the airport airfield operations section.
- Respond to inquiries regarding the status of airfield facilities and maintenance issues.
- Coordinate snow removal operations on the airfield and conduct runway and taxiway assessments after cleaning procedures.
- Take appropriate action to clear aircraft operating areas and airfields of wildlife hazards.

Additional duties may be required for this position.

Location: **Chicago Department of Aviation**
O'Hare International Airport
Shift: Varies
Hours: Varies

THIS POSITION IS IN THE CAREER SERVICE

Qualifications

MINIMUM QUALIFICATIONS

Education, Training, and Experience

- Two (2) years of airfield operations work experience, **OR**
- Four (4) years of work experience in the aviation industry, **OR**
- Graduation from an accredited college or university with an Associate's degree in Business Administration, Aviation Management, or a directly related field, plus one (1) year of airfield operations work experience, or three (3) years of work experience in the aviation industry, **OR**
- Graduation from an accredited college or university with a Bachelor's degree or higher in Business Administration, Aviation Management, or a directly related field.

NOTE: This position requires the selected incumbent to be available nights, weekends, and holidays based on operational needs. In addition, outside work/inspection is required with possible exposure to fumes, dust, noise, and work in all weather conditions.
NOTE: This position requires a valid license at the time of hire.
NOTE: The candidates selected for hire must pass an airport background check and a Security Threat Assessment.

WORKING CONDITIONS

- Work environment requires the ability to operate an SUV and/or pickup truck and requires the ability to climb two flights of stairs through a narrow passageway. Some lifting (up to 25 pounds) is required.

KNOWLEDGE, SKILLS, ABILITIES:

- applicable federal (e.g., FAA), state, and local laws, regulations, and guidelines
- airport operations methods, practices, and procedures
- airfield inspection and maintenance methods, practices, and procedures
- airport emergency procedures
- supervisory methods, practices, and procedures
- applicable City and department policies, procedures, rules, and regulations

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.

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 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 in an Equal Employment Opportunity and Military Friendly Employer.

The City of Chicago is committed to providing fair chance hiring and welcomes applicants with past convictions, recognizing the value of a diverse workforce and the potential for growth and positive change.

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 – **Airport Operation Supervisor I**

Airport Operation Supervisor I (O'Hare)
$77,628.00 - $130,620.00
Job #419323
11/24/26 - 12/09/26

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.)