



Code: 6084

Family: Technical Engineering
Service: Operation and Construction
Group: Engineering, Designing, and Structural
Series: Mechanical Engineering

CLASS TITLE: SUPERVISING AUTOMOTIVE EQUIPMENT ANALYST

CHARACTERISTICS OF THE CLASS

Under supervision, supervises the analysis and determination of the City's automotive equipment needs, and performs related duties as required

ESSENTIAL DUTIES

- Supervises staff engaged in gathering information on departments' automotive equipment needs and researching and evaluating automotive products to meet those needs
- Assigns work to subordinates, evaluates their performance, and takes corrective action to ensure performance goals are met
- Supervises the inspection and evaluation of existing automotive equipment and the determination of new equipment needs
- Supervises the development of specifications for automotive equipment, specialized systems, parts, and performance standards for the City's fleet
- Oversees the review of bids and recommendation of awards to the most suitable vendor
- Meets with vendors to review available equipment, establish vendor performance criteria, and resolve problems with payment or delivery
- Supervises the inspection of new automotive equipment for defects, performance, and compliance to specifications and resolves problems with vendors
- Oversees the maintenance of a database containing pertinent identification of automotive equipment for response to manufacturer warnings or recalls
- Keeps abreast of standards and developments in automotive equipment, including "Green Fleet" technology and programs
- Attends vendor demonstrations with representatives from user departments to research and review new automotive equipment
- Supervises the review of invoices for newly purchased automotive equipment to ensure compliance with contract specifications
- Oversees the review and submission of ownership papers for proper licensing of automotive equipment
- Oversees the assignment and tracking of identification numbers to newly acquired automotive equipment, and provides information regarding new equipment to training and warranty sections
- Tracks the status of equipment procurement activities and prepares status reports for user departments
- Meets with user departments to resolve problems with procuring automotive equipment
- Projects future vehicle equipment needs and recommends annual budget allotments and optimal replacement cycles for vehicles and equipment
- Monitors equipment purchases to ensure that vehicle budget allotments are not exceeded

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.*

MINIMUM QUALIFICATIONS**Education, Training, and Experience**

- Graduation from an accredited college or university with a Bachelor's degree in Automotive Engineering or a directly related field of engineering, plus four years of experience in the design, analysis, maintenance, or repair of automotive equipment, of which one year is in a supervisory role related to the responsibilities of the position; or an equivalent combination of education, training and experience provided that the minimum degree requirement is met

Licensure, Certification, or Other Qualifications

- None

WORKING CONDITIONS

- General office environment
- Exposure to outdoor weather conditions

EQUIPMENT

- Standard office equipment (e.g., telephone, printer, photocopier, fax machine, calculator)
- Computers and peripheral equipment (e.g., personal computer, computer terminals, hand-held computer, modems)
- Personal protective equipment (e.g., shoes, glasses, gloves)

PHYSICAL REQUIREMENTS

- No specific requirements

KNOWLEDGE, SKILLS, ABILITIES, AND OTHER WORK REQUIREMENTS**Knowledge**

Considerable knowledge of:

- *automotive systems and equipment design
- procurement processes (e.g., purchase of equipment, supplies, materials)

Moderate knowledge of:

- project costing, monitoring, and reporting methods, practices, and procedures
- applicable computer software packages and applications

Some knowledge of:

- *supervisory methods, practices, and procedures
- methods and procedures utilized in planning, scheduling, and funding of projects

Knowledge of applicable City and department policies, procedures, rules, regulations, and ordinances

Other knowledge as required for successful performance in the Senior Automotive Equipment Analyst class

Skills

- *ACTIVE LEARNING - Understand the implications of new information for both current and future problem-solving and decision-making

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- *CRITICAL THINKING - Use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems
- MONITORING - Monitor and assess performance of one's self, other individuals, or organizations to make improvements or take corrective action
- *COORDINATION WITH OTHERS - Adjust actions in relation to others' actions
- *JUDGEMENT AND DECISION MAKING - Consider the relative costs and benefits of potential actions to choose the most appropriate one

Other skills as required for successful performance in the Senior Automotive Equipment Analyst class

Abilities

- COMPREHEND ORAL INFORMATION - Listen to and understand information and ideas presented through spoken words and sentences
- SPEAK - Communicate information and ideas in speaking so others will understand
- COMPREHEND WRITTEN INFORMATION - Read and understand information and ideas presented in writing
- WRITE - Communicate information and ideas in writing so others will understand
- RECOGNIZE PROBLEMS - Tell when something is wrong or is likely to go wrong
- REASON TO SOLVE PROBLEMS - Apply general rules to specific problems to produce answers that make sense

Other abilities as required for successful performance in the Senior Automotive Equipment Analyst class

Other Work Requirements

- PERSISTENCE - Persist in the face of obstacles on the job
- INITIATIVE - Demonstrate willingness to take on job challenges
- LEADERSHIP - Demonstrate willingness to lead, take charge, and offer opinions and direction
- COOPERATION - Be pleasant with others on the job and display a good-natured, cooperative attitude
- ADAPTABILITY/FLEXIBILITY - Be open to change (positive or negative) and to considerable variety in the workplace
- DEPENDABILITY - Demonstrate reliability, responsibility, and dependability and fulfill obligations
- ATTENTION TO DETAIL - Pay careful attention to detail and thoroughness in completing work tasks
- INDEPENDENCE - Develop own ways of doing things, guide oneself with little or no supervision, and depend mainly on oneself to get things done
- ANALYTICAL THINKING - Analyze information and using logic to address work or job issues and problems

Other characteristics as required for successful performance in the Senior Automotive Equipment Analyst class

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All employees of the City of Chicago must demonstrate commitment to and compliance with applicable state and federal laws, and City ordinances and rules; the City's Ethics standards; and other City policies and procedures.

The City of Chicago will consider equivalent foreign degrees, accreditations, and credentials in evaluating qualifications.

* May be required at entry.

City of Chicago
Department of Human Resources
(Valtera Corporation)

Date: June, 2010