



Code: 7163

Family: Construction, Maintenance, and Skilled Labor
Service: Operation and Construction
Group: River, Harbor, and Transportation
Series: Automotive Transportation

CLASS TITLE: FUEL SYSTEM SERVICE TECHNICIAN

CHARACTERISTICS OF THE CLASS

Under supervision, monitors and maintains the automated fuel management system for the Department of Fleet and Facility Management and coordinates the operations at City fuel stations, and performs related duties as required

ESSENTIAL DUTIES

- Monitors and maintains the department's automated fuel management system (M5/TRAX) to ensure the proper operation of fueling station equipment and the reporting of fuel usage
- Evaluates computer codes and troubleshoots terminal breakdowns in order to make minor repairs to fuel dispenser components
- Recalibrates and tests equipment to ensure repair work performed by contractors is complete and adheres to established specifications
- Generates fuel usage reports and participates in the analysis of fuel consumption patterns and trends
- Makes recommendations for fueling station processes and procedures in order to detect and track misuse or theft in the system
- Codes and issues fuel cards or chip keys to City employees and sister agency staff to provide access to fuel dispensers
- Conducts regular site visits to City fueling stations in order to inspect the upkeep of facilities and related equipment (e.g., fuel pumps, keypads, hoses) and prepares vendor estimate forms for required materials and services
- Oversees the work of contractors responsible for the installation, upgrade, and repair of fueling station equipment (e.g., underground and aboveground storage tanks, fuel dispensers, air compressors) and the clean up of hazardous materials
- Ensures completed repair work meets established specifications, verifies the accuracy of invoices for vendor payment and monitors the balance of the fuel site repair budget for each fueling site
- Prepares and distributes billing reports to operating departments and sister agencies for reimbursement purposes and notification of their fuel usage
- Maintains inventory of emergency fuel materials and supplies (e.g., sentry heads, pump hoses, related fuel system parts) and places orders as needed
- Attends training in order to maintain current with federal and local compliance regulations (e.g., U.S. Environmental Protection Agency, Office of the State Fire Marshal) for the operation and maintenance of fueling stations
- Serves as liaison with vendors responsible for the development of new or the upgrade of existing applications of the fuel management system

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**

- Three years of work experience in the management of computerized inventory control systems and the mechanical repair of fueling station equipment of which one year of experience is in a supervisory role related to the responsibilities of the position, or an equivalent combination of education, training and experience

Licensure, Certification, or Other Qualifications

- Must possess and maintain a valid State of Illinois driver's license
- Must possess or obtain a Class A/B and C Underground Storage Tank Certification within 60 days of hire

WORKING CONDITIONS

- General office environment and automotive fueling stations
- Unavoidable exposure to outdoor weather conditions
- Exposure to loud noise, fumes or dust, oily or wet environment
- Exposure to hazardous conditions (e.g., heavy equipment, fuel spills)
- Work schedules include varying days off and shifts

EQUIPMENT

- Standard office equipment (e.g., telephone, printer, photocopier, fax machine, calculator)
- Computers and peripheral equipment (e.g., computer terminals and laptop, hand-held computer)
- Personal protective equipment (e.g., safety shoes, glasses, gloves)
- Testing and monitoring equipment (e.g., multimeters, automated tank monitoring systems)
- Standard tools used in servicing equipment (e.g., wrenches, pliers, screwdrivers)

PHYSICAL REQUIREMENTS

- Ability to walk and stand for extended or continuous periods of time
- Ability to lift and/or carry tools and equipment weighing up to 50 pounds
- Ability to operate a personal computer and related equipment

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

Considerable knowledge of:

- applicable federal, state, and local laws, statutes, regulations and guidelines
- safety principles, practices, and procedures used in automotive fueling facilities
- use of related safety equipment and protective gear
- applicable computer software packages and computer systems management
- methods, practices and procedures for analyzing and resolving computer related problems

Moderate knowledge of:

- environmental hazards and their detection, reporting requirements and treatment
- supervisory methods, practices, and procedures
- report preparation methods, practices and procedures

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

Skills

- ACTIVE LEARNING - Understand the implications of new information for both current and future problem-solving and decision-making
- ACTIVE LISTENING - Give full attention to what other people are saying, taking time to understand the points being made, ask questions as appropriate, and not interrupt at inappropriate times
- MONITORING - Monitor and assess performance of one's self, other individuals, or organizations to make improvements or take corrective action
- EQUIPMENT MAINTENANCE – Perform routine maintenance on equipment and determine when and what kind of maintenance is needed
- TROUBLESHOOTING – Determine causes of operating errors and decide what to do about it

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

Other Work Requirements

- INITIATIVE - Demonstrate willingness to take on job challenges
- LEADERSHIP - Demonstrate willingness to lead, take charge, and offer opinions and direction
- 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

class

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.

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City of Chicago
Department of Human Resources
February, 2018