



Code: 7177

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

CLASS TITLE: EQUIPMENT RENTAL COORDINATOR

CHARACTERISTICS OF THE CLASS

Under general supervision, coordinates the procurement and maintenance of rental and leased automotive equipment for the Bureau of Fleet Operations in the Department of Assets, Information and Services (AIS), and performs related duties as required

ESSENTIAL DUTIES

- Analyzes equipment needs of user departments and determines appropriate method of procurement
- Negotiates and coordinates rental agreements with vendors
- Reviews vendor invoices for correctness and approves them for payment
- Conducts cost analyses on rental and leased equipment to ensure lowest possible prices are being paid and the most efficient acquisition methods are being used
- Coordinates funding for rental equipment with various departments
- Arranges for the testing and inspection of equipment to be rented/leased
- Updates vehicle registration on rental/leased vehicles
- Administers a charge-back payment system to ensure equipment costs are recaptured
- Develops, implements, and maintains reporting systems to capture and monitor rental equipment inventory information
- Determines equipment replacement cycles based on utilization data, down-time, and maintenance expenses
- Ensures leased/rented equipment adheres to established preventative maintenance schedules and coordinates vendor maintenance and repair of leased/rented equipment
- Maintains contract and inventory records on rented and leased equipment

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 experience in rental/lease management, inventory management or automotive procurement; or an equivalent combination of education, training, and experience

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)
- Computers and peripheral equipment (e.g., personal computer)

PHYSICAL REQUIREMENTS

- No specific requirements

KNOWLEDGE, SKILLS, ABILITIES, AND OTHER WORK REQUIREMENTS

Knowledge

Moderate knowledge of:

- *administrative methods, policies, and practices specific to procurement of rented or leased equipment
- *applicable City programs (e.g., fleet administration) and their funding guidelines
- *automotive equipment preventative maintenance methods, practices, and procedures
- *customer service principles and protocols

Some knowledge of:

- budgetary and fiscal management practices
- geographical locations within the City and applicable facilities
- *applicable computer software packages and applications

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

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
- *CRITICAL THINKING - Use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems
- *MATHEMATICS - Use mathematics to solve problems
- *COORDINATION WITH OTHERS - Adjust actions in relation to others' actions
- NEGOTIATION - Bring others together and trying to reconcile differences
- *JUDGEMENT AND DECISION MAKING - Consider the relative costs and benefits of potential actions to choose the most appropriate one

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

- WORK WITH NUMBERS - Add, subtract, multiply, or divide quickly and correctly
- MAKE SENSE OF INFORMATION - Quickly make sense of, combine, and organize information into meaningful patterns

Other Work Requirements

- COOPERATION - Be pleasant with others on the job and display a good-natured, cooperative attitude
- 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

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
September, 2022