



**Code: 7184**

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

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## **CLASS TITLE: POOL MOTOR TRUCK DRIVER**

### **CHARACTERISTICS OF THE CLASS**

Under supervision, works full-time temporary assignments at various departments as needed, driving and operating a wide variety of motor vehicles and power equipment; and performs related duties as required.

### **ESSENTIAL DUTIES**

- Transports materials, tools, equipment and personnel to and from projects
- Drives sweepers, snowplows, and spreaders to clear streets, airfields, and runways and spread sand, salt, and other products
- Drives garbage and refuse collection trucks on assigned routes and to disposal sites
- Inspects vehicles or mechanical equipment for proper operation and checks oils and fluids
- Reports extensive mechanical repairs to supervisor to ensure repairs are made in a timely manner
- Completes various paperwork including worksheets, repair orders, activity logs, and other forms documenting driving assignments
- Conducts safety checks to ensure assigned vehicle and equipment are in proper working order
- Operates tow trucks to transport inoperable vehicles to auto pounds, relocation sites or repair shops
- Shuttles equipment to and from facilities for preventative maintenance work
- Positions assigned at the City's airports communicate with other drivers and control tower personnel while on the airfield
- Positions at the Chicago Public Library may drive bookmobiles, loading and unloading books and materials at various stops and making deliveries to library branches

**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**

- Possession of a valid State of Illinois Class "A" or "B" Commercial Driver's License (CDL) with an X endorsement. Cannot have restrictions on CDL limiting operation of equipment.
- A Class "A" Commercial Driver's License (CDL) is required for positions driving a tractor/trailer or 20 ton truck.

#### **Licensure, Certification, or Other Qualifications**

- A valid State of Illinois Class "A" or "B" Commercial Driver's License is required

### **WORKING CONDITIONS**

- Exposure to outdoor weather conditions
- Exposure to loud noise, fumes or dust

## **EQUIPMENT**

- Personal protective equipment (e.g., hard hat, shoes, glasses, gloves, vest, pads)
- Communication equipment (e.g., two-way radio, dispatch equipment)

## **PHYSICAL REQUIREMENTS**

- Moderate lifting (up to 35 pounds) is required
- Ability to sit and walk frequently
- Ability to grasp and manipulate objects

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

### **Knowledge**

Moderate knowledge of:

- \*automobile components, systems and parts and their proper operation
- \*automotive equipment and materials
- \*applicable safety and code standards specific to the operation and maintenance of trucks and heavy equipment, including OSHA standards

Some knowledge of:

- applicable communications equipment and devices
- geographical locations within the City of Chicago

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

### **Skills**

- ACTIVE LISTENING - Give full attention to what other people are saying, take time to understand the points being made, ask questions as appropriate, and not interrupt at inappropriate times
- ACTIVE LEARNING – Give full attention to what other people are saying, take time to understand the points being made, ask questions as appropriate, and not interrupt at inappropriate times
- OPERATION AND CONTROL - Control operations of equipment or systems
- OPERATION MONITORING - Watch gauges, dials, or other indicators to make sure a machine is working properly

### **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
- REASON TO SOLVE PROBLEMS - Apply general rules to specific problems to produce answers that make sense
- RECOGNIZE SPATIAL ORIENTATION - Know one's location in relation to the environment or to know where other objects are in relation to one's self

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  
March, 2018