



**Code: 6085**

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

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## **CLASS TITLE: SENIOR AUTOMOTIVE EQUIPMENT ANALYST**

### **CHARACTERISTICS OF THE CLASS**

Under general supervision, performs fully functional work analyzing the City's automotive equipment needs and recommends procurement of equipment for the fleet management program, and performs related duties as required

### **ESSENTIAL DUTIES**

- Inspects existing automotive equipment and confers with user departments to determine requirements for new equipment requiring detailed specifications (e.g., heavy trucks, tractors, aerial buckets, earth-moving equipment)
- Conducts research on available equipment to determine suitability for user departments' new equipment needs
- Writes detailed specifications of more complex new automotive equipment and related subsystems for use in soliciting bids from vendors
- Reviews bids from vendors to ensure compliance with specifications and recommends awarding contract to lowest bidder with suitable equipment
- Meets with user departments, vendors, and manufacturers to explain specifications and resolve problems during the construction of automotive equipment
- Inspects new automotive equipment for defects, performance, and compliance to specifications and makes recommendations on acceptance or necessary modifications
- Records identification information of critical characteristics of new automotive equipment (e.g., part and serial numbers) for database tracking related to potential manufacturer warnings or recalls
- Keeps abreast of standards and developments in automotive equipment, including "Green Fleet" technology and programs, to make appropriate recommendations for user departments' purposes
- Attends vendor demonstrations with representatives from user departments to research and review new automotive equipment
- Reviews invoices for newly purchased automotive equipment to ensure the accuracy of charges for equipment received and compliance with contract specifications
- Reviews ownership papers for newly acquired automotive equipment to ensure accuracy and submits papers for proper licensing
- Assigns identification numbers to newly acquired automotive equipment and maintains a database of assigned numbers for tracking purposes
- Maintains records of equipment specifications, bids, invoices, and related documentation
- Assists in training and providing guidance to lower level staff

**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 two years of experience in the design, analysis, maintenance, or repair of automotive equipment; 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**

- Ability to walk for extended periods of time

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

Moderate knowledge of:

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

Some knowledge of:

- applicable federal, state, local laws, regulations, and guidelines
- project costing, monitoring, and reporting methods, practices, and procedures
- applicable computer software packages and applications

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

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

**Skills**

- \*ACTIVE LEARNING - Understand the implications of new information for both current and future problem-solving and decision-making
- \*CRITICAL THINKING - Use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems
- \*COORDINATION WITH OTHERS - Adjust actions in relation to others' actions

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- \*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 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 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
- 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 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.

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City of Chicago  
Department of Human Resources  
(Valtera Corporation)  
Date: June, 2010