



Code: 3006

Family: Construction, Maintenance, and Skilled Labor

Service: Health and Welfare

Group: Medical and Social Service

Series: Human Relations

CLASS TITLE: UNIT ASSISTANT

CHARACTERISTICS OF THE CLASS

Under supervision, drives a vehicle to transport personnel, materials, and supplies to various work sites and locations throughout the City, and performs related duties as required

ESSENTIAL DUTIES

- Picks-up, sorts, and delivers items (e.g., mail, packages, supplies, equipment, payroll checks, reproduction jobs) to various locations and sites throughout the City
- Drives vehicles (e.g., sedan, van, sport utility vehicle, pickup truck) to transport City officials and departmental personnel to and from meetings, appointments, and job sites
- Loads and unloads items (e.g., mail, reproduction jobs and supplies) into and out of vehicle
- Inspects interior and exterior of vehicle for proper working condition to ensure safe operation/driving of vehicle and fills fuel tank
- Follows safety regulations and state laws governing vehicle operation and ensures that passengers follow safety regulations
- Responsible for pick up and drop off of vehicle at designated City garage or parking lot
- Drives vehicle for scheduled maintenance and repair service to assigned locations
- Maintains the cleanliness and security of vehicles
- Prepares daily and monthly vehicle log sheets
- May assist with various clerical activities such as answering the telephone, stocking inventory, filing and photocopying

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

- Willingness and ability to perform the duties of the job

Licensure, Certification, or Other Qualifications

- A valid State of Illinois driver's license is required

WORKING CONDITIONS

- Exposure to outdoor weather conditions

EQUIPMENT

- Communication equipment (e.g., two-way radio, multi-channel system)
- Mail carts, hand trucks and dollies

PHYSICAL REQUIREMENTS

- Ability to lift and carry up to 35 pounds
- Ability to grasp or manipulate objects

- Ability to sit and walk frequently
- Ability to access multilevel facilities

KNOWLEDGE, SKILLS, ABILITIES, AND OTHER WORK REQUIREMENTS

Knowledge

Moderate knowledge of:

- automobile components, systems, and parts and their proper operation
- applicable safety standards and laws specific to motor vehicles
- 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
- **WRITE** – Communicate information and ideas in writing so others will understand
- **CONCENTRATE** - Concentrate on a task over a period of time without being distracted
- **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.