



**Code: 7140**  
Family: Construction, Maintenance, and Skilled Labor  
Service: Operation and Construction  
Group: River, Harbor, and Transportation  
Series: Automotive Transportation

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## **CLASS TITLE: NON-CDL DRIVER**

### **CHARACTERISTICS OF THE CLASS**

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

### **ESSENTIAL DUTIES**

- Inspects interior and exterior of vehicle for proper working condition including checking gauges, fuel levels, air pressure, and fluid levels at the beginning of the work day to ensure safe operation/driving of vehicle and fills fuel tank, as required
- Drives vehicles (e.g., sedan, van, sport utility vehicle, pickup truck) to transport departmental personnel to and from job sites
- Picks-up, sorts, and delivers items (e.g., mail, packages, supplies, equipment, payroll checks) to various locations and sites throughout the City
- Loads and unloads mail, equipment and supplies into and out of vehicle
- 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 maintenance and repair service to assigned locations
- Maintains the cleanliness and security of vehicles
- Prepares daily and monthly log sheets
- Serves as escorts for vehicles in secure areas, as required

**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**

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

- A valid State of Illinois driver's license is required
- Must be willing and able to work varied shifts including weekends, holidays or nights

### **WORKING CONDITIONS**

- Exposure to extreme outdoor weather conditions

### **EQUIPMENT**

- Communication equipment (e.g., two-way radio, dispatch communications equipment, multi-channel system)

### **PHYSICAL REQUIREMENTS**

- Moderate lifting (up to 35 pounds) is required
- Ability to grasp or manipulate objects

## **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

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

### **Other Work Requirements**

- INITIATIVE - Demonstrate willingness to take on job challenges
- 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

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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  
January, 2018