

CLASS TITLE: **Automotive Equipment Analyst**

CHARACTERISTICS OF THE CLASS: Under supervision, the class performs entry level 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 such as light vehicles, shop carts, landscaping equipment and boring machines; conducts research on available equipment to determine suitability for user departments' new equipment needs; writes detailed specifications of less 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, such as part and serial numbers, for database tracking related to potential manufacturer warnings or recalls; keeps abreast of standards and developments in automotive equipment 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.

RELATED DUTIES: Maintains records of equipment specifications, bids, invoices and related documentation.

MINIMUM QUALIFICATIONS:

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.

Knowledge, Abilities and Skill. Some knowledge of automotive systems and subsystems. Some knowledge of automotive equipment design,

operation and maintenance. Some knowledge of strength of materials.
Some knowledge of equipment procurement procedures.

Code: **6083**

Operation and Construction Service
Engineering, Designing and Structural Group
Mechanical Engineering Series

CLASS TITLE: **Automotive Equipment Analyst (Cont'd)**

Ability to apply automotive engineering principles to the inspection and evaluation of equipment. Ability to calculate the load carrying capacity of materials. Ability to draft simple equipment specifications.

Some skill in the application of modern principles and practices of automotive engineering. Some skill in evaluating the condition and performance of automotive equipment. Good math skills. Good research skills. Good oral and written communication skills.

Physical Requirements. Ability to inspect large pieces of machinery.

Working Conditions. General office environment. Occasional exposure to heavy machinery and inclement weather.

Equipment. Standard office equipment including personal computers.

NOTE: While the list of essential duties is intended to be as inclusive as possible, there may be other duties which are essential to particular positions within the class.

June, 2002
City of Chicago
Department of Personnel