

★★★★

O'HARE & MIDWAY

— INTERNATIONAL AIRPORTS — ✈

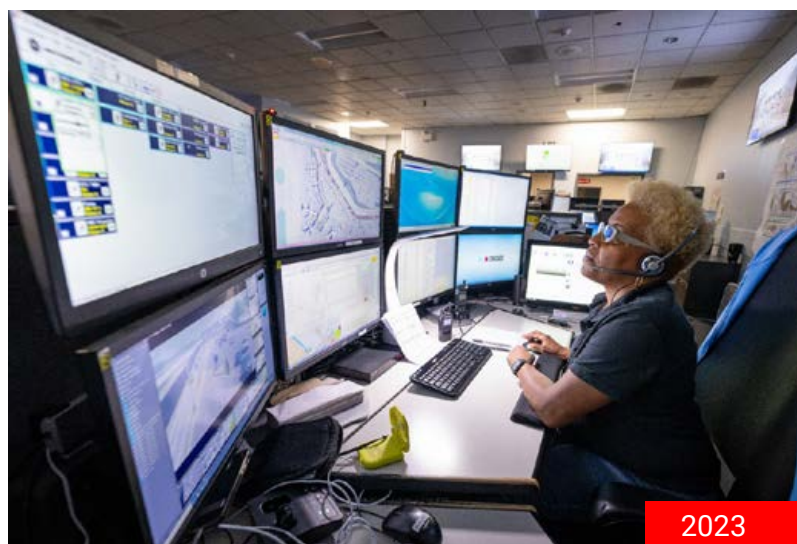


AIRPORT EMPLOYMENT GUIDE



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Welcome from the Mayor



As the 57th Mayor of Chicago, it is my pleasure to welcome you to the Airport Employment Guide from the Chicago Department of Aviation, or CDA!

I'm thrilled that you're interested in learning about careers at Chicago's world-class airports. There are countless opportunities available, whether it's directly through a City department like the CDA, or with an airline, contractor, cargo operator or concessionaire.

O'Hare and Midway International Airports are major economic engines for the Chicago region, and their contributions to our great city would not be possible without the dedicated workforce of more than 50,000 people who keep them running safely and efficiently every day.

I love seeing an airport workforce that reflects the diversity of our great city, and I'm committing to furthering that trend as our airports continue to grow. With extensive modernization work underway at both airports, there's never been a better time for jobseekers from all of Chicago's communities to get involved. The work to grow our airports is a clear and ongoing opportunity to invest in Chicagoans of all ages from all 77 community areas.

The CDA's workforce development efforts support this philosophy through diversity and inclusion initiatives, community outreach activities, and dozens of hands-on resources for residents, including this very guide. We're working to ensure that people of all backgrounds, including younger workers and people with disabilities, know that they have a place at Chicago's airports.

One of the keys to achieving my vision of a better, stronger, safer Chicago is helping people in our communities — especially those who have faced challenges and barriers to employment — to access careers that will help them lead a dignified life. You can read more about these efforts, including special accommodations offered by the CDA, throughout this guide.

I hope you find this information useful as you consider a new, rewarding career at Chicago's airports. Your success is our success, so thank you for helping to build a stronger city for all Chicagoans.

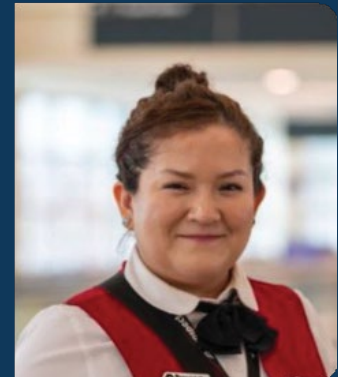
Mayor Brandon Johnson



CHICAGO'S AIRPORTS ARE HIRING

NEW OPPORTUNITIES AVAILABLE FOR JOBSEEKERS,
VOLUNTEERS, AND MORE!

Discover the latest job opportunities and community
career fairs at flychicago.com/jobs



Employment at the Airport

THERE ARE JOBS FOR EVERYONE AT O'HARE & MIDWAY AIRPORTS

- Accountant
- Administrative Assistant
- Air Traffic Controller
- Aircraft Fueler
- Airfield Inspector
- Architect
- Auditor
- Avionics Technician
- Baggage Handler
- Beekeeper
- Bus Driver
- Carpenter
- Commercial Driver
- Communications Specialist
- Construction Manager
- Contracts Manager
- Cooks
- Custodian
- Customer Service Agent
- Delivery Staff
- Electrician
- Engineer
- Environmental Specialist
- Finance Specialist
- Fire
- Flight Attendant
- Flight Dispatcher
- Gate Agent
- Hostess
- Human Resources
- Landscaper
- Lawyer
- Logistics Coordinator
- Mechanic
- Operations Manager
- Painter
- Parking Attendant
- Photographer
- Pilot
- Planner
- Plumber
- Police
- Project Manager
- Ramp Agent
- Rental Car Agent
- Resort
- Retail Agent
- Security
- Surveyor
- Wait Staff

...and Many More

Chicago Department of Aviation

About

The Chicago Department of Aviation employs more than 1,600 City of Chicago residents hailing from all 77 communities. Each employee plays a critical role in ensuring the safe and efficient operation of O'Hare and Midway. From airport operations to real estate, there's a sector in CDA for everyone.

How to Apply

For more information on jobs within the Chicago Department of Aviation, please visit page 18 of this Airport Employment Guide for further guidance on application process, background checks, and eligibility. The CDA offers a variety of positions for candidates with different skill sets and experience levels.

Job Type

CDA offers a wide variety of employment opportunities related to the operations of both airports:

- Administrative Services Office
- Attorney
- Airport Security Officer
- Information Coordinator
- Compliance Officer
- Contracts Administrator
- Custodian
- Customer Service Supervisor
- Chief Development Officer
- Environmental Engineer
- Equipment Training Specialist
- Leasing Agent
- Labor Relations Supervisor
- Marketing Director
- Motor Truck Driver
- Principal Revenue Analyst
- Project Coordinator
- Time Keeper



Jesse, Advanced Motor Truck Driver Lead:

"I was an aircraft mechanic for American Airlines for 29 years and served in the United States Air Force, so I've always been fascinated with aircraft and aviation. After retiring, I still wanted to be in the aviation world anyway I could and the CDA allowed me to do that."



Gerald, Aviation Security Officer

"I started as an executive administrative assistant with the CDA in 2016, working primarily in the department's downtown satellite office. Two years later, I was brought on as an Aviation Security Officer at O'Hare making sure its airfield and facilities are safe and secure. Teamwork is a huge part of the job and there's no shortage of problems to solve, but working with such a great team makes the work easy."



Elevate your Career at the Chicago Department of Aviation

Michael McMurray, Commissioner, Chicago Department of Aviation (CDA).

"O'Hare and Midway International Airports combined make up one of the world's busiest airport systems, and the Chicago Department of Aviation relies on a highly-skilled workforce to carry out its various daily responsibilities. If you're interested in a career in aviation, the CDA is the place for you!"



Angie, Deputy Commissioner—Marketing, Communications, and Air Service Development

"If you had told this marketing intern ten years ago, she'd later help run the show, she would have never believed you. Over the past ten years, I've played several roles in the department working my way up from an executive assistant to the Deputy Commissioner of Marketing. And that's what the CDA does. The department gives you the tools and support you need to build the career you want, starting from the first day."



Dontal, Project Coordinator—Workforce Development:

"In less than a year, I went from an intern to a project coordinator. I started as an intern in the Human Resources department wanting to learn more about aviation and my hometown's airports, now I spend my days inspiring the future generation of aviation professionals. From the moment I first walked through the doors, I have been learning and growing and I thank the support and mentors provided by the CDA for helping put me on the path to success."





OPPORTUNITIES IN AVIATION SECURITY



Job Types

- Aviation Security Officer
 - Full/Part Time Positions
- Aviation Security Sergeant
- Aviation Security Lieutenant/Shift Supervisor
- Aviation Security Surveillance Specialist
- Administrative Assistant III
- Project Manager
- Project Administrator
- Training Officer

OVERVIEW:

Ensure safe and efficient travel through O'Hare and Midway International Airports.

Ensure compliance and enforce local and federal rules and regulations.

Monitor access to restricted areas and perform security checks of areas.

Respond and assist with emergency medical incidents.

For more information, visit
flychicago.com/Jobs

Federal Partners

About

While the CDA operates O'Hare and Midway, federal partners like the Transportation Security Administration (TSA), Federal Aviation Administration (FAA), and Customs and Border Protection (CBP) regulate all aspects of aviation with a focus on safety and security. The FAA provides oversight of airport operations, while TSA handles the screening of all employees and passengers. CBP officers enforce immigration and customs laws at the airports.

There are 50,000 badged employees working at O'Hare and Midway, including personnel with the federal agencies mentioned above.

How to Apply

TSA, FAA, and CBP are federal agencies and adhere to federally regulated hiring practices and candidate requirements. For more information concerning positions with our federal partners, please visit their respective websites listed below.

Job Types

Employees with our federal partners are part of a diverse workforce that uses the latest technology and systems to enhance safety and security in our airports and civil airspace:

- *Air Marshal*
- *Air Traffic Controller*
- *Aviation Safety Inspector*
- *Canine Handler*
- *Customs and Border Protection Officer*
- *Engineers*
- *Program Analyst*
- *Technician*
- *Transportation Security Officer*

www.faa.gov



www.tsa.gov



www.cbp.gov



www.dhs.gov



Airlines

About

The airlines that serve O'Hare and Midway are crucial in upholding Chicago's status as an aviation hub. In 2025, more than 100 million passengers traveled through O'Hare and Midway. Each airport is served by numerous airlines helping connect Chicago to all six inhabited regions of the world. There are thousands of employment opportunities with the airlines operating at O'Hare and Midway, with 44 airlines serving O'Hare and seven serving Midway.

Airline employees work in various capacities pertaining to airline operations including maintenance, operations, and customer service, among others. Successful candidates will be able to work in a fast-paced environment, handle multiple tasks simultaneously, and engage with people from across the globe.

How to Apply

Airlines at the airport operate independently of the Chicago Department of Aviation and have different eligibility requirements and application protocols. For the most current employment information, please visit the airlines' websites, listed on the following pages.

Job Types

The airlines offer employment opportunities for candidates with a variety of skill sets and experience levels:

- Aircraft Mechanic
- Airline Ticket Agent
- Baggage Handler
- Customer Service Representative
- Fleet Service Agent
- Flight Attendant
- Fueler
- Pilot
- Ramp Agent

O'Hare International Airport:



Phone: 800-474-7424
Website: www.aerlingus.com



Phone: 800-237-6639
Website: www.aeromexico.com



Phone: 888-247-2262
Phone (TTY): 888-361-8071
Website: www.aircanada.com



Phone: 800-237-2747
Website: www.airfrance.com



Phone: 800-621-8231
Website: www.airindia.com



Phone: 718-725-8642
Phone (TTY): 888-390-9847
Website: www.airserbia.com



Phone: 800-252-7522
Website: www.alaskaair.com



Phone: 800-235-9262
Website: www.ana.co.jp

American Airlines

Phone: 800-433-7300

Phone (TTY): 800-543-1586

Website: www.aa.com



Phone: 305-404-9382

Website: new.arajet.com



Phone: 800-843-0002

Website: www.austrian.com



Phone: 346-616-9500

Website: www.aveloair.com



Phone: 800-247-9297

Phone (TTY): 1-866-393-0961

Website: www.britishairways.com



Phone: 800-233-2742

Phone (TTY): 877-609-2233

Website: www.cathaypacific.com



Phone: 800-359-2672

Website: www.copaair.com



Phone: 800-221-1212

Website: www.delta.com



Phone: 866-373-8513

Website: www.denverairconnection.com



Phone: 847-261-9900

Website: www.evaair.com



Phone: 800-777-3999

Phone (TTY): 888-320-1576

Website: www.emirates.com



Phone: 800-445-2733

Website: www.ethiopianairlines.com



Phone: 877-690-0767

Website: www.etihad.com



Phone: 877-757-7143

Website: www.finnair.com



Phone: 801-401-9000

Website: www.flyfrontier.com



Phone: 800-772-4642

Website: www.iberia.com/us



Phone: 800-223-5500

Website: www.icelandair.com



JAPAN AIRLINES

Phone: 800-525-3663

Website: www.jal.co.jp/en/

jetBlue

Phone: 800-538-2583

Website: www.jetblue.com



Royal Dutch

Phone: 800-618-0104

Phone (TTY): 800-831-4488

Website: www.klm.com

KOREAN AIR

Phone: 800-438-5000

Phone (TTY): 888-898-5525

Website: www.koreanair.com/global/en.html



Polish Airlines

Phone: 212-789-0970

Website: www.lot.com



Lufthansa

Phone: 800-645-3880

Phone (TTY): 866-846-4283

Website: www.lufthansa.com



Phone: 877-777-2827

Phone (TTY): 877-578-2757

Website: www.qatarairways.com



Phone: 212-949-0050

Website: www.rj.com/en



Phone: 833-626-0737

Phone (TTY): 855-254-1842

Website: www.swiss.com/us/en



Scandinavian Airlines

Phone: 800-221-2350

Website: www.flysas.com/



Phone: 800-329-0485

Phone (TTY): 800-455-9880

Website: www.iflysouthern.com

Southwest

Phone: 800-435-9792

Phone (TTY): 800-533-1305

Website: www.southwest.com



Phone: 855-728-3555

Phone (TTY): 800-955-8771

Website: www.spirit.com



Phone: 651-905-2737

Website: www.suncountry.com



Phone: 800-221-7370

Website: www.flytap.com/en-us/



Phone: 800-874-8875

Website: www.turkishairlines.com



Phone: 800-864-8331 (Dom), 800-538-2929 (Int)

Phone (TTY): 800-323-0170

Website: www.united.com



Phone: 866-359-8482

Website: www.vivaaerobus.com/en



Phone: 888-937-8538

Phone (TTY): 877-952-0100

Website: www.westjet.com/en-ca/index



Phone: 855-865-2747

Website: www.volaris.com

Midway International Airport



Phone: 702-505-8888

Website: www.allegiantair.com



Phone: 800-221-1212

Phone (TTY): 800-831-4488

Website: www.delta.com



Phone: 801-401-9000

Website: www.flyfrontier.com



Phone: 888-619-8622

Phone (TTY): 800-328-2298

Website: www.flyporter.com



Phone: 800-435-9792

Phone (TTY): 800-533-1305

Website: www.southwest.com



Phone: 855-865-2747

Website: www.volaris.com/

Cargo Companies

About

Cargo operations at O'Hare are just as crucial as passenger traffic. In one year, O'Hare processes more than 2 million metric tonnes of cargo, placing the airport as the 12th busiest cargo hub in the world.

On any given day, about 5,000 airport jobs are directly related to cargo activity at O'Hare, and another 10,000 cargo-related jobs are within a one-mile radius of the airport to help unload, process, and distribute cargo.

How to Apply

Cargo companies operate independently of the Chicago Department of Aviation. For more information concerning open positions, eligibility requirements and application processes, please refer to the websites listed below.

Job Types

A wide variety of positions are available with the different cargo companies operating out of O'Hare:

- Broker
- Freight Forwarder
- Handler
- Security
- Truck Driver



Phone: 773-337-7170

Website: www.aerounion.com.mx



Phone: 773-686-9208

Website: www.airchinacargo.com



Phone: 800-556-9000

Website: www.afklcargo.com/



Phone: 773-988-5325

Website: www.anacargo.jp



Phone: 773-686-5840

Website: www.atlasair.com



Website: www.cma-cgm.com



Phone: 773-231-5057

Website: www.cargolux.com



Phone: 773-686-3000

Website: www.cathaypacificcargo.com



Phone: 847-957-0973

Website: www.cargo.china-airlines.com



Phone: 773-686-0107

Website: www.ckair.com



Phone: 773-717-8430
Website: www.csair.com



Website: www.dhl.com



Phone: 773-601-8500
Website: www.brcargo.com



Phone: 773-686-4153
Website: www.skycargo.com



Website: www.etihadcargo.com



Website: www.fedex.com



Website: www.icelandaircargo.com



Phone: 847-957-0768
Website: www.kalittaair.com



Phone: 773-894-8050
Website: www.koreanair.com/



Website: www.latamcargo.com/en/



Phone: 800-542-2746
Website: www.lufthansa-cargo.com/



Phone: 407-283-6188
Website: www.nationalaircargo.com



Phone: 773-894-8400
Website: www.nca.aero



Phone: 773-570-6015
Website: www.qrcargo.com



Website: www.silkwaywest.com



Website: www.siacargo.com



Website: www.yzr.com.cn



Website: www.turkishcargo.com.tr



Website: www.ups.com



Phone: 941-907-6810
Website: www.westernglobalairlines.com

Concessions

About

At O'Hare and Midway, concessions play a vital role in enhancing the overall travel experience for millions of passengers annually. Concessions encompass a diverse array of businesses, ranging from restaurants, cafes, and bars to retail shops and services. These concessions provide travelers with a wide variety of dining, shopping, and relaxation options, making layovers, delays and waiting periods more enjoyable.

How to Apply

These roles offer a dynamic work environment, excellent customer service experience, and the opportunity to interact with a global audience of travelers.



Visit flychicago.com/ConcessionsJobs to see what positions are available and apply today!

Job Types

Both O'Hare and Midway airports offer numerous job opportunities within their concessions operations. You can find positions such as:

- *Bank Teller*
- *Barista*
- *Bartender*
- *Cashier*
- *Cook*
- *Sales Associate*
- *Server*
- *Supervisor*



Rental Car Companies

About

Passengers rely on airport staff to help them get where they need to go. There are many ways passengers can get to and from O'Hare and Midway. For those who want to use a rental car, there are many options at both airports. At O'Hare, the car rental agencies are located in a separate, state-of-the-art building called the Multi-Modal Facility (MMF), located at 10255 W. Zemke Blvd, Chicago, IL. At Midway, the facilities for rental cars are located at 5150 W. 55th Street.

Employees of rental car agencies work in dynamic settings as they help customers with all aspects of renting a vehicle and providing customer service. Successful candidates will be able to offer friendly customer service, maintain a solutions-oriented mindset, and pay close attention to detail.

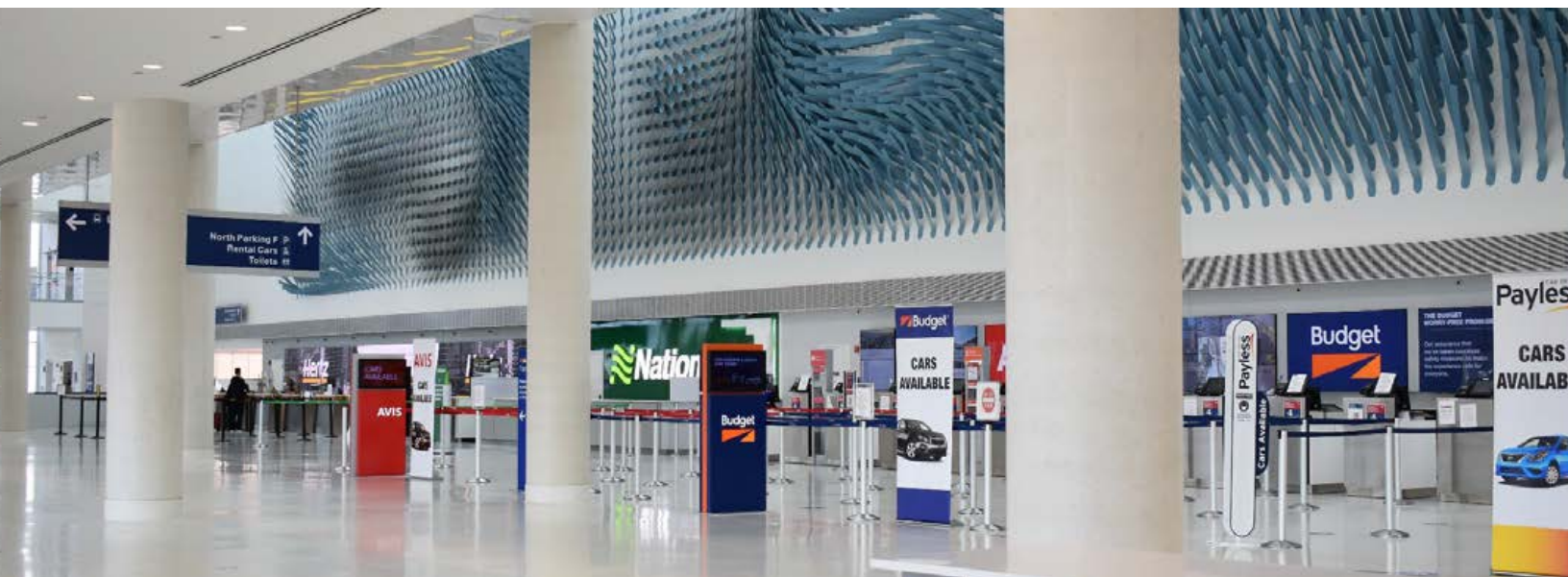
How to Apply

Rental car companies operate independently of the airports. They operate pre-security and have separate application protocols from positions located post-security. To apply for any positions at the rental car companies at O'Hare or Midway, please visit the respective company's website, listed on the next page.

Job Types

At the car rental agencies, there are positions available for a wide range of skill sets and experience levels:

- *Automotive Parts Person/Parts Clerk*
- *Automotive Technician*
- *Branch Supervisor*
- *Car Detailer*
- *Chicago Supply Chain Maintenance Manager*
- *Customer Experience Representative*
- *Customer Service Agent*
- *Customer Service Greeter*
- *Fleet Manager*
- *Janitor*
- *Maintenance and Damage Manager*
- *Maintenance Technician (Oil, Lube, Tire Technician)*
- *Rental Sales Agent*
- *Supply Chain City Manager*





Phone: 844-354-6962
Website: www.alamo.com



Phone: 773-825-4600
Website: www.avis.com



Phone: 800-218-7992
Website: www.budget.com



Phone: 800-800-4000
Website: www.dollar.com



Phone: 855-266-9289
Website: www.Enterprise.com



Phone: 323-593-7485
Website: www.foxrentacar.com



Phone: 800-654-3131
Website: www.hertz.com



Phone: 800-367-6767
Website: www.nationalcar.com/



Phone: 800-729-5377
Website: www.paylesscar.com/



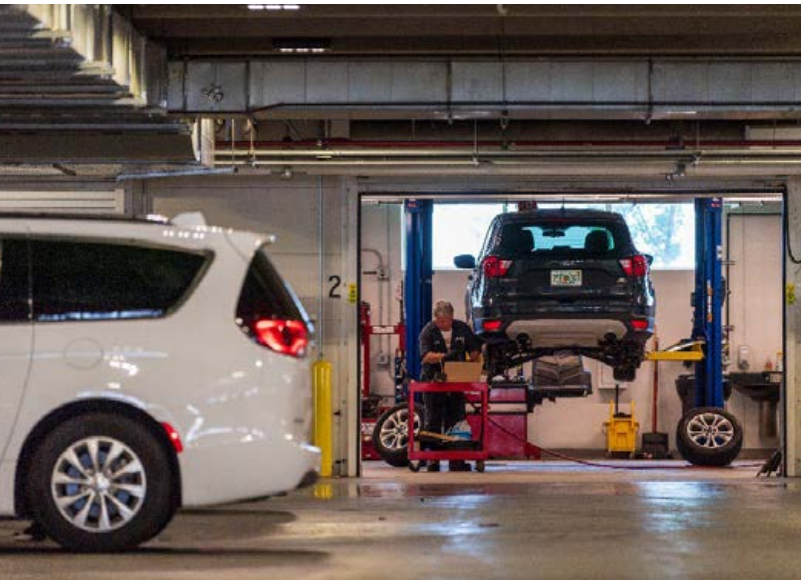
Phone: 847-671-4000
Website: www.routes.ca/en/



Phone: 888-749-8227
Website: www.sixt.com/



Phone: 800-847-4389
Website: www.thrifty.com/



Finding a Job with the Chicago Department of Aviation

The City of Chicago is dedicated to both hiring qualified candidates and enhancing the efficiency and accessibility of its government operations. Organizational priorities encompass equity, diversity, and inclusion, as well as transparency, accountability, and transformation. The City comprises a workforce of over 31,000 individuals spanning 38 hiring departments, encompassing 1,400 distinct job titles and categories. The City provides an attractive compensation and benefits package, including a pension plan, retirement savings account, comprehensive medical, dental, and vision insurance, paid holidays, vacation, sick days, and more. The Chicago Department of Aviation (CDA) shares the same

commitment to advancing the overall mission of the City by recruiting a workforce that reflects the diverse fabric of Chicago. In line with these objectives, the CDA aims to offer relevant information about job opportunities within the department, engaging with stakeholders and partners alike. To provide a glimpse into the initial steps of becoming a valued member of Chicago's aviation industry, this guide presents a concise overview of the CDA's general application process for all badged employees. Please refer to this step-by-step guide for a better understanding of the starting point in joining the public sector in Chicago.

How to Apply for Jobs with the City of Chicago

Step 1: Register

To apply for any position with the City of Chicago, you must register on the City's CAREERS website and provide personal information to prepare your candidate profile, search for available job opportunities, and submit applications online.

Step 2: Online Candidate Profile

Your online candidate profile can be used to apply for multiple City positions without re-entering your information. When submitting an application online, you may be required to scan or mail certain documents such as resumes, transcripts, certifications, or licenses directly to the Department of Human Resources. Create a candidate profile that can be used to apply for multiple job listings, which will automatically alert you via email to new job postings in your area of interest (alert function must be selected). You only need to enter your information once to create a permanent candidate profile. Candidates can search for city job opportunities and apply for multiple positions using a single online profile.

Your personalized profile can include valuable information such as resumes, transcripts, certifications, licenses, and other relevant documents. Your profile will be saved under your individual username and password, allowing you easy access to your information.

Best of all, your candidate profile can be created at your convenience – you can begin your profile, save it to be completed later, or update it at any time.

If you forget your password, call the Human Resources Hotline at 312-744-4976 or email HumanResources@cityofchicago.org

Step 3: Search Jobs

After completing your online candidate profile, you may search job listings for open positions and apply online. Each job posting includes detailed information on the duties, salary, and qualifications for the position and a list of required documents. Applications must be received by the expiration date on the job posting.

Step 4: Submit Application

Once you have registered, completed your online candidate profile, and reviewed the available positions, you can submit applications for specific jobs. The application process requires you to complete application questions to assess your candidacy. Certain positions may also require you to submit additional documents.

The City of Chicago offers a Candidate Experience Click-by-Click Guide as a valuable resource for job seekers seeking employment opportunities within the City. Please refer to this guide (*pages 20-25*) as you navigate through the website and application.

Understanding the Application Process

Step 1: Application Review

After submitting your application, it goes through a streamlined process within the City's Department of Human Resources. A team of hiring professionals reviews your application and associated materials.

Step 2: Testing Phase

As part of the evaluation process, certain positions may require aptitude testing to assess the competency level of each applicant. If you successfully pass the initial application review, you will receive an invitation for testing. Your performance on the test will determine your eligibility to progress to the next step in the application process.

Step 3: Follow-Up Interview

If your application is selected (and/or pass the testing phase), you will be contacted for a follow-up, in-person interview. You will likely interview with one or more interdepartmental hiring managers.

Step 4: Conditional Offer of Employment

Upon successfully passing the interview stage, you will receive a conditional offer of employment. This offer is contingent upon clearing the required professional background and fingerprint checks, as well as ID Badging Clearance. This offer also includes your salary and details about the required probationary period. You will be provided with your starting annual salary.

Step 5: Employee Benefits Summary

A city employee will provide you with the City of Chicago's Employee Benefit Summary, detailing the benefits you will receive as an employee.

Step 6: Onboarding Emails

Following the initial offer, you will receive several emails containing important information. These emails will cover background check services, general onboarding documents (such as W4 and I-9 forms), as well as instructions for fingerprinting and badging. More detailed information regarding the latter will be provided in a later section of this guide.



Click-by-Click Guide for How to Apply

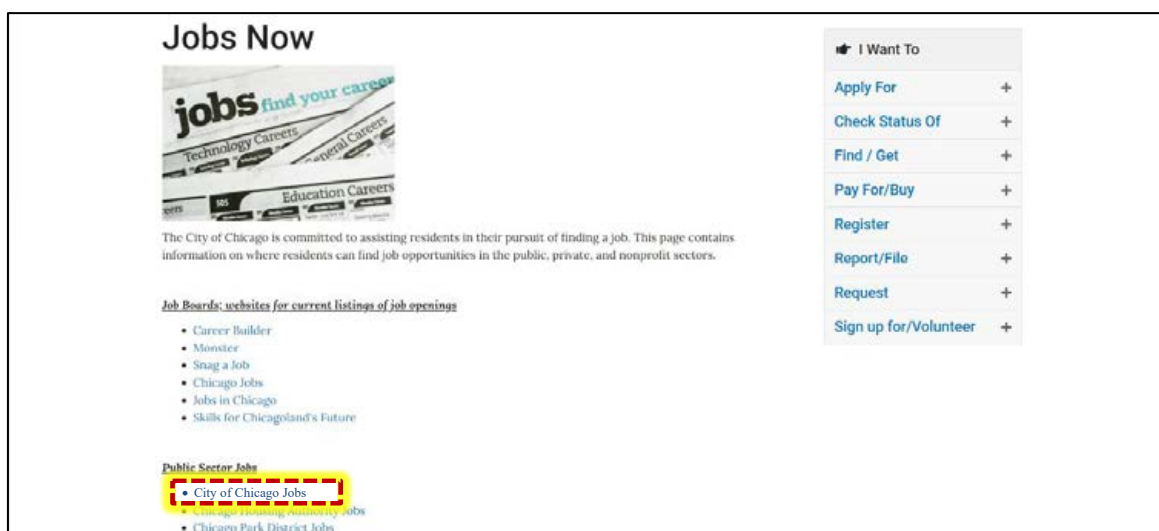
1 Navigate to <https://bit.ly/Chicago-jobs>



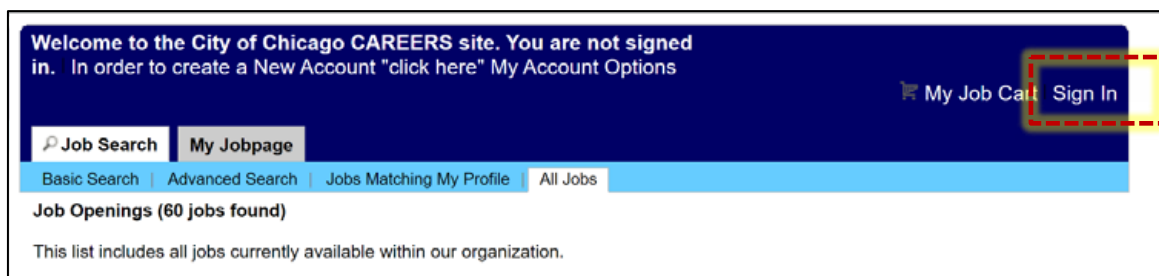
2 Click "Find Jobs Now"



3 Click "City of Chicago Jobs"



4 Click "Sign In"



5 If you are a new user click the "New User" button. "Login" if you are a returning user

Welcome to the City of Chicago CAREERS site. You are not signed in.

Job Search

Login

To access your account, please identify yourself by providing the information requested in the fields below, then click "Login". If you are not registered yet, click "New user" and follow the instructions to create an account.

Mandatory fields are marked with an asterisk.

*User Name
*Password

Forgot your user name?
Forgot your password?

Login New User

6 Create a Username and Password

New User Registration

Please take a few moments to register. You will need this information to access your account in the future.

Mandatory fields are marked with an asterisk.

*User Name
*Password
*Re-enter Password

Register Cancel

i Make sure to record your username and password in a safe place for future use.

7 Create a security question and answer

Welcome. You are signed in. Sign Out

Security Question

You must type a security question and provide its answer. This information will help us identify you if you forget your password and need to change it. The answer must contain at least 1 characters.

*Question
*Answer

OK Sign Out

8 Click "Advanced Search"

The screenshot shows the top navigation bar with 'Job Search' and 'My Jobpage' tabs. Below them, a sub-navigation bar contains 'Basic Search', 'Advanced Search' (highlighted with a red dashed box), 'Jobs Matching My Profile', and 'All Jobs'. The main content area includes a welcome message, a 'Search Criteria' link, and a 'VETERANS PREFERENCE' notice. On the right, there are links for 'Hide Search Criteria' and 'Save this Search'.

9 Click the dropdown labeled "Organization" and select the "Department of Aviation" dropdown

This screenshot shows the search criteria section with three dropdown menus: 'Job Field', 'Location', and 'Organization'. The 'Organization' dropdown is highlighted with a red dashed box and has 'Department of Aviation' selected. To the right, there is a 'HINTS' section and a 'Basic job search' section.

10 Click the "Search for Jobs" button field

The screenshot shows the search results page. The 'Education Level' section is expanded, showing a list of education levels with checkboxes. Below this, the 'Search for Jobs' button is highlighted with a red dashed box. The 'Search Results (60 jobs found)' section shows 'Results per page' set to 10 and 'Sort by' set to 'Posting Date (Descending Order)'. On the right, there is a 'Candidate Profile' section.

11 Click the posting you would like to apply for

Search Results (2 Jobs found)

Results per page: 10

Sort by: Posting Date (Descending Order)

COORDINATING ARCHITECT CDA 2023-2

Salary: up to \$111,000 annually
Job Posting: Sep 26, 2023 | Requisition ID: 379156

Apply | Add to My Job Cart

Candidate Profile
Take a few minutes to create or modify your employment profile and to specify your preferred working criteria for future openings matching your interests.
[Access my profile](#)

Icon legend
More information

12 Click the "Apply Online" button field at the bottom of the page

Apply Online | Add to My Job Cart

Job Description

COORDINATING ARCHITECT CDA 2023-2

Job Number: 379156

13 From here you will be directed to a series of terms and conditions along with an option to either upload an existing resume or create one within the application (as shown below)

Resume Upload

Note: You must reach the summary page and press the SUBMIT button to complete your application. Only completed applications are considered.

Resume Upload

You can submit personal and professional information by uploading a resume. The system will automatically extract the relevant information included in the resume and fill out part of the online submission. You can review the extracted information and make the appropriate changes in the next steps.

If you do not upload a resume, you will need to fill out the online submission manually.

☒ I do not want to upload a resume.
☐ I want to upload a resume.

Select the resume file to upload
[Choose File](#) No file chosen

Note: Once the process is completed, please verify the fields containing values automatically extracted from the resume. You may have to manually correct or fill out some of them.

Uploading a resume
To upload a resume, click "Browse" and select the relevant file. The system uploads the file and extracts some data included in the resume. Once the uploading process is complete, you must verify the fields containing values automatically extracted from the resume. You may have to manually correct or fill out some of them.

i Make sure you click the "Save and Continue" button as you progress through each page of the application.

14 Complete each applicable page and submit it for review!

! You must reach the summary page and press the SUBMIT button to complete your application. Only completed applications are considered.

Eligibility with Chicago Department of Aviation

Background Check

Upon a conditional offer of employment from the CDA, applicants must disclose any information on convictions, education, and previous employment. Candidates will not be immediately excluded for convictions depending upon the requirements of the job. Candidates will go through the fingerprinting process for a criminal background check, which is submitted and returned from the Chicago Police Department, Illinois State Police, and Federal Bureau of Investigation. Once the background check is returned, applicants will be notified of their status to determine future steps towards employment.

Navigating ID Badging

Due to the increased security considerations at airports and the partnerships with federal agencies required to operate them safely and efficiently, CDA ID Badging requires stricter screening and background checks than other City positions, including an FBI fingerprint-based Criminal History Records Check.

Any individual convicted of any of the following offenses in the past 10 years, as well as anyone found not guilty by reason of insanity, will be disqualified from obtaining an airport ID Badge that would grant access to secure areas:

- Forgery of certificates, false marking of aircraft and other aircraft registration violation
- Interference with air navigation
- Improper transportation of hazardous materials
- Aircraft piracy
- Interference with flight crew members or flight attendants
- Commission of certain crimes aboard an aircraft in flight
- Carrying a weapon or explosive aboard aircraft
- Conveying false information or threats
- Aircraft piracy outside the special aircraft jurisdiction of the United States of America
- Lighting violations involving transporting controlled substances
- Unlawful entry into an aircraft or airport area that serves air carriers or foreign air carriers contrary to established security requirements
- Destruction of an aircraft or aircraft facility
- Murder
- Assault with intent to murder
- Espionage
- Sedition
- Kidnapping or hostage taking
- Treason
- Rape or aggravated sexual abuse
- Unlawful possession, use, sale, distribution or manufacture of an explosive or weapon
- Extortion
- Armed or felony unarmed robbery
- Distribution of, or intent to distribute a controlled substance
- Felony arson
- Felony involving bribery
- Felony involving a threat
- Felony involving willful destruction of property
- Felony involving importation or manufacture of a controlled substance
- Felony involving burglary
- Felony involving theft
- Felony involving dishonesty, fraud or misrepresentation
- Felony involving possession or distribution of stolen property
- Felony involving aggravated assault
- Illegal possession of a controlled substance punishable by a maximum term of imprisonment of more than 1 year
- Violence at international airports
- Conspiracy or attempt to commit any of the aforementioned criminal acts

Additionally, any badged employee must notify the ID Badging office and surrender their badge within 24 hours of being convicted or found not guilty by reason of insanity of any of the aforementioned offenses.

Debt

Any person owing any City debt will not be granted employment with the City of Chicago until all debt has been resolved. Before seeking employment, it is suggested that all debts with the City be paid, contested or placed on a payment plan. Failure to do so could result in disciplinary action. Once completed, the City requires an affidavit is signed and filed to verify that the debt has been cleared. Examples of such debts may include parking tickets, utility bills, vehicle stickers, taxes and fines.

Applicants found to have child support debt, will not be granted employment unless the following steps are taken within six months of employment:

- Enter a court-approved payment plan of all the child support owed.
- Once debt is paid, provide a certified court order or certified clerk's record that no debt is owed.
- File and sign an affidavit verifying and providing proof of payment.

Job Re-Entry

The City of Chicago also provides returning residents opportunity for employment as long as the conviction is 10 years or older and not related to the potential job. If you are seeking employment through any contractors or partners of the City, these rules may not be applicable.

For more information about resources available for returning citizens, and to see a list of currently funded workforce programs, please visit:

www.chicago.gov/Guide-Workforce



flychicago.com/for-returning-residents



Veterans

The City of Chicago offers Veterans Preference to current and active military personnel as well as to those who have served in the Armed Forces of the United States and have received either an honorable or general discharge. Eligible candidates must have at least six months of active duty documented. Please be sure to provide required documentation. Failure to do so will result in an application not being considered for Veterans Preference.



Disability/Language



The City of Chicago does not discriminate on the basis of disability in its hiring or employment practices and complies with all regulations promulgated by the U.S. Equal Employment Opportunity Commission under Title I of the Americans with Disabilities Act and the Rehabilitation Act. The Mayor's Office for People with Disabilities (MOPD) has a career center resources such as a career counseling program, career readiness activities, and jobs fairs. Job applicants can browse and apply for jobs locally in-person at more than 70 Chicago Public Library locations, MOPD offices, and at the Chicago Christian Industrial League.

At any of these locations, patrons can enjoy free online access to the City of Chicago Careers webpage to browse job listings, create a candidate profile, complete an application, and check an application's status.

If an applicant with disabilities requires aid throughout the application process, such accommodations can be requested to ensure that any qualified person with disabilities can participate in the City of Chicago's jobs, programs, activities and services. Examples of auxiliary aids and services include but are not limited to qualified sign language interpreters, captioning, assistive listening devices, communication access real-time translation (CART), electronic documents, Braille documents, large print documents, note takers, extended time on test, a private room and a reader.

More information and access to accommodation request forms can be found online on the Department of Human Resources website:

www.chicago.gov/reasonableaccommodations.html



Reasonable accommodations available during the application process may include (but are not limited to):

Materials in Alternative Formats



Closed Captioning (CC)



Assistive Listening Devices



ASL Interpreters



North Lawndale Employment Network

The North Lawndale Employment Network (NLEN) assists North Lawndale residents and the surrounding communities through innovative employment initiatives leading to new employment opportunities and improved quality of life. NLEN provides several programs, including Sweet Beginnings, which offers full-time opportunities in the green industry to citizens returning from incarceration and to other disadvantaged job seekers with little to no work experience. In partnership with NLEN and the Sweet Beginnings program, the CDA houses an apiary — a set of honeybee farms — at O'Hare Airport, the first major on-airport apiary in the United States. The Certified Naturally Grown honey produced there is processed and distributed as part of the Sweet Beginnings beelove™ product label, then sold at O'Hare and Midway airports, when available. With help from the O'Hare apiary, Sweet Beginnings employs between 30 and 40 men and women annually, many of whom are returning from incarceration. The training and work experience allows returning residents to transfer to many other positions in industries such as manufacturing, food service, distribution, warehousing, hospitality, and customer service, just to name a few.



North Lawndale Employment Network
Creating a Community That Works

www.nlen.org



More Ways to Get Connected

Job Fairs

The CDA and its partners host Community Career Fairs periodically throughout the year to share information about job opportunities at O'Hare and Midway International Airports.

The Community Career Fairs give job seekers the chance to meet the CDA and private companies seeking employees of all experience levels for positions at O'Hare and Midway.



The CDA invites you to visit one of the upcoming Community Career Fairs!

Learn more: flychicago.com/jobfairs

Union Trade Partners

The Chicago Department of Aviation is proud to have a productive partnership with local trade unions representing individuals working at Chicago's airports. CDA meets regularly with trade unions to discuss the critical role tradespersons play in airport operations.

Electricians, plumbers, painters, and other laborers are essential to current operations at O'Hare and Midway and play a vital role in the development of the future of both airports.

To inspire the next generation of skilled trades professionals, CDA coordinates with union partners to provide Chicago Public Schools Career Counselors a tour of union training and airport facilities. Counselors receive valuable information they readily share with their students to remove barriers to accessing apprenticeships and to facilitate students' career choices in skilled trades.

To boost workforce participation, CDA collaborated with HIRE360 to establish a pilot program. In this pilot program, CPS Career Counselors and Academy Coordinators from CCC referred eligible student candidates to enroll in union test prep workshops and programs.



Volunteer Opportunities

Volunteers assist passengers throughout O'Hare and Midway International Airports. There are many different opportunities, including staffing information desks, welcoming military service members, and assisting vulnerable passengers. Volunteering is a fulfilling way to give back to the airport community, and helping others makes you feel great in return.



For more information and to apply, visit flychicago.com/volunteer.

Travelers Aid Chicago

Travelers Aid Chicago volunteers are placed in O'Hare's domestic terminals staffing information desks and walking the public areas to assist passengers with a variety of needs. Volunteers and support staff help more than one million passengers each year. Volunteers are needed on weekday evenings, weekends, and weekdays.

Volunteers' time is spent:

- Walking the terminals, searching for passengers in need
- Providing direction to lost and confused travelers
- Sharing information about the airport and Chicago
- Assisting vulnerable passengers with special escorts on to their next destination

USO of Illinois

The USO of Illinois staffs two USO Centers at O'Hare and one at Midway. Volunteers are needed to serve on regular and recurring shifts to keep all USO of Illinois Centers open for business during their center-specific hours of operation. Volunteers at a USO Center location can expect a typical day to include:

- Greeting troops or military families and checking IDs for access into the facility
- Providing assistance to guests within the USO Center as needed

Airport Volunteers

Airport Volunteers staff terminal information desks throughout Midway Airport. Volunteers are needed to serve regular and recurring shifts on weekdays and weekends. Volunteers also assist with special events like terminal entertainment.



Internships and Youth Engagement

The Chicago Department of Aviation (CDA) provides a one-year internship and mentoring program for college students through a structured learning experience applying in-class theory with real-world applications. The earn-as-you-learn experience gives interns a chance to job shadow the various functions of the operation at O'Hare and Midway, inspiring passion, interest, and an opportunity in the field of aviation. Along the way, students receive mentorship and networking opportunities to build leadership skills and career readiness as they prepare for the workplace.

Through the internship and mentoring programs, the CDA partners with City Colleges of Chicago (CCC), Chicago Public Schools (CPS), the Alternative School Network, and the Brighton Park Neighborhood Council. In addition, CDA also offers a six-week internship for high school students through the One Summer Chicago program.

To inspire tomorrow's aviation workforce, CDA partners with CPS to host Career Day for students. During Career Day at CDA, students learn about the future of our airports and are introduced to the exciting world of aviation by taking an airfield tour.

Lastly, the CDA also partners with the Aerostar Avion Institute (AAI). AAI is a program that supports academic awareness of aviation and aeronautical career pathways for students, particularly female, minority, and at-risk youth.

For more information on the Internship and Mentoring Program, contact Assistant Commissioner Rena Neely at rena.neely@cityofchicago.org.



Aviation Education

There are numerous pathways into the field of aviation, both with and without a college degree. The field offers a wide array of career paths for those interested in studying aviation, including pilots, aviation operations, aviation security, and many others. Many colleges and universities offer high-quality aviation and aerospace programs with degrees including airport operations management, flight education and aviation management. These courses cover aviation and aerospace principles, laws and regulations, as well as aspects of operations, management, safety, and security.

Aviation Career Pathways Program

The Aviation Career Pathways Program (ACPP) introduces you to Chicago's airports and the aviation industry through three 8-week courses that combine online learning with hands-on airport experience and engagement with industry professionals. Delivered by the CDA and Olive-Harvey College, the program provides insight into the careers that support O'Hare and Midway International Airports.

To learn more and to apply, please visit
<https://www.flychicago.com/ACPP/>



Examples of Colleges & Universities Offering Aviation Degrees

Midwest Schools Outside Illinois

- *University of North Dakota*
- *University of Nebraska Omaha*
- *Bowling Green State University*
- *Eastern Michigan University*
- *St. Cloud State University*
- *Indiana State University*
- *Lansing Community College*
- *Ohio State University*
- *Western Michigan University*

Schools in Illinois

- *College of DuPage*
- *Illinois Institute of Technology*
- *Lewis University*
- *Olive-Harvey College*
- *Quincy University*
- *Southern Illinois University*
- *University of Illinois*
- *Western Illinois University*

HBCU Schools

- *Delaware State University*
- *Elizabeth City State University*
- *Florida Memorial University*
- *Hampton University*
- *Langston University*
- *Morgan State University*
- *Tennessee State University*
- *Texas Southern University*
- *Tuskegee University*
- *University of Maryland Eastern Shore*

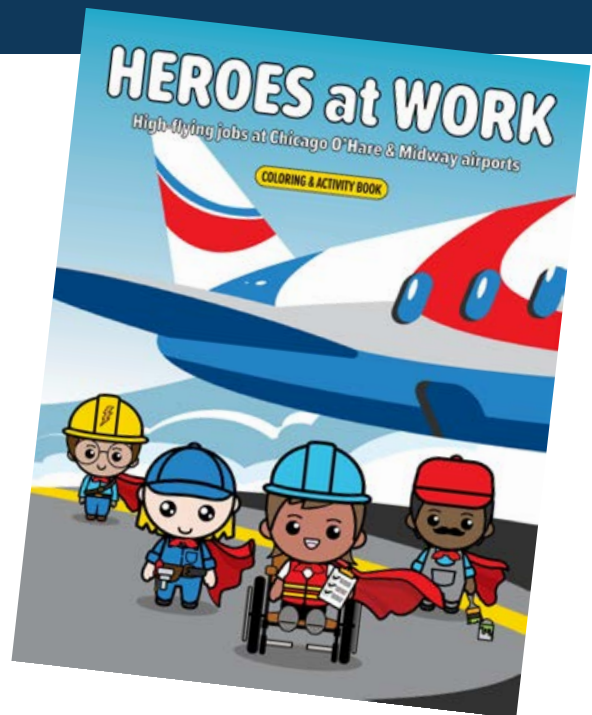


Early Education

Draw, color and learn fun facts about Chicago O'Hare and Midway International Airports!

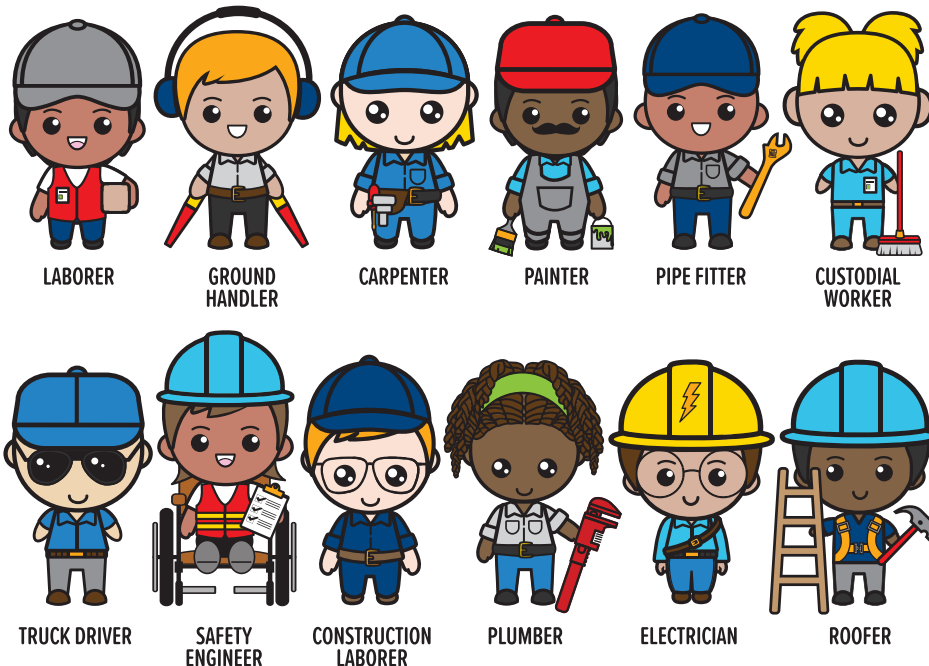
Check out activity and coloring books in the link below.

Share your finished activities with us @fly2ohare or @fly2midway on Facebook, X or Instagram with #JrFlightCrew. Or take a photo or video and email it to aviation@flychicago.com to add it to our Jr. Flight Crew gallery.



Visit flychicago.com/jrflightcrew/

WHICH JOB WOULD YOU CHOOSE?



I would be a....

COMMUNITY OUTREACH VEHICLE

The CDA is committed to inspiring the next generation of pilots, flight crews, ground crews, and airport administrators. Through education and hands-on experience, the CDA Community Outreach Vehicle

encourages an interest in aviation in Chicagoans of all ages. The flight simulator inside brings the wonders of flight to outreach events in all 77 of Chicago's communities.



Look for
"Papa Blu"
CDA's Community Outreach Vehicle
at a Community Event Near You



Thank You from the Commissioner



The Chicago Department of Aviation (CDA) is pleased that you are interested in a career at one of Chicago's airports! We are glad that you are reviewing this guide and hope that the resources included here help you to easily navigate the many opportunities awaiting you at O'Hare and Midway International Airports.

The CDA oversees the daily operations of O'Hare and Midway – two of the region's largest employers, supporting more than 54,000 individuals and 700,000 jobs throughout nine counties. Annually, both airports serve over 100 million passengers and generate approximately \$70 billion in regional economic activity.

O'Hare and Midway are owned by the City of Chicago, and hiring for the CDA is done by the City's Department of Human Resources. Job opportunities at the airports include positions with the CDA, the Chicago Police Department, and the Chicago Fire Department, as well as with airlines, concessionaires, cargo operators, and various federal government agencies.

Summer internships with the CDA are made possible through the One Summer Chicago program, and the department partners with the City Colleges of Chicago, Chicago Public Schools, the Alternative School Network, and the Brighton Park Neighborhood Council. Our six-week summer internship program is designed for current high school and college students, providing participants with the chance to assist the department in its daily operations, as well as with networking and mentorship designed to further stimulate a passion for aviation.

Volunteer opportunities are also available for those interested in both aviation and serving their communities. Volunteer duties include staffing information desks, assisting passengers for Travelers Aid Chicago, and welcoming military service members at O'Hare and Midway for the USO of Illinois.

The CDA offers many possibilities for professional growth and development for new and existing workers. If you're looking to take your career to the next level, fasten your seat belt as we go wheels up on your new adventure!

Michael McMurray
Commissioner
Chicago Department of Aviation

