CLASS TITLE: PRODUCTION ASSISTANT

CHARACTERISTICS OF THE CLASS
Under immediate supervision, performs manual labor and routine clerical duties involving the set up, break down and transporting of furniture, equipment and supplies; and performs related duties as required

ESSENTIAL DUTIES

• Assembles, sets up and breaks down furniture, equipment and stage production sets including tables, chairs and floor paneling using hand and power tools
• Lifts and moves furniture and equipment in order to load and unload onto vehicles for transport
• Transports equipment, furniture and supplies to and from work sites and storerooms
• Updates and maintains related inventory records
• Photocopies and stores documents (e.g., brochures, pamphlets, flyers)
• Answers incoming telephone calls, refers to appropriate staff and takes messages
• Processes out-going mail and sorts and distributes mail

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
• Six months of experience transporting, setting up and breaking down equipment, furniture and supplies, or an equivalent combination of education, training and experience

Licensure, Certification, or Other Qualifications
• A valid State of Illinois driver's license is required

WORKING CONDITIONS
• General office environment

EQUIPMENT
• Standard office equipment (e.g., telephone, printer, photocopier, fax machine, calculator)
• Computers and peripheral equipment (e.g., personal computer, computer terminals)
• Hand and power tools

PHYSICAL REQUIREMENTS
• Frequent lifting and carrying (up to 75 pounds) is required

KNOWLEDGE, SKILLS, ABILITIES, AND OTHER WORK REQUIREMENTS

Knowledge
Some knowledge of:
Knowledge of applicable City and department ordinances, 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*
- *COORDINATION WITH OTHERS - Adjust actions in relation to others' actions*
- *EQUIPMENT MAINTENANCE - Perform routine maintenance on equipment and determine when and what kind of maintenance is needed*
- *EQUIPMENT SELECTION - Determine the kind of tools and equipment needed to do a job*
- *INSTALLATION – Install equipment, machines, wiring or programs to meet specifications*

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*
- *VISUALIZE - Imagine how something will look after it is moved around or when its parts are moved or rearranged*

Other Work Requirements

- *PERSISTENCE - Persist in the face of obstacles on the job*
- *INITIATIVE - Demonstrate willingness to take on job challenges*
- *DEPENDABILITY - Demonstrate reliability, responsibility, and dependability and fulfill obligations*
- *ATTENTION TO DETAIL - Pay careful attention to detail and thoroughness in completing work tasks*

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.

City of Chicago
Department of Human Resources
Date: July, 2011