CLASS TITLE: GENERAL FOREMAN OF BRICKLAYERS

CHARACTERISTICS OF THE CLASS

Under direction, manages bricklaying activities for various construction and repair projects, and performs related duties as required

ESSENTIAL DUTIES

- Directs and coordinates the work of foremen and their assigned crews engaged in laying brick to build or repair walls, floors, appurtenances, and related masonry structures
- Determines work priorities and schedules and assigns crews and resources
- Reviews manpower, material, and equipment cost estimates prepared by foremen for assigned projects ensuring completeness and appropriateness
- Reviews and authorizes requisitions for tools, equipment, and materials
- Schedules and coordinates work activities with other trades personnel to ensure efficient and economical completion of assigned projects
- Develops quality standards for bricklaying work and monitors compliance
- Directs staff training on work procedures, quality standards, and safety requirements
- Reviews project status reports prepared by foremen and reallocates resources to ensure projects are completed efficiently and in a timely manner
- Authorizes time sheets of subordinate staff
- Evaluates performance of subordinate personnel and recommends disciplinary action when appropriate
- Prepares management reports for assigned projects
- Monitors crews and investigates complaints of defective work
- Directs work during emergencies or to ensure deadlines are met

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

- Successful completion of a US Department of Labor registered bricklayer apprenticeship training program and journeyman status, plus four years of journey-level bricklayer experience, of which two years is in a supervisory role related to the responsibilities of the position; or an equivalent combination of education, training, and experience

Licensure, Certification, or Other Qualifications

- A valid State of Illinois driver's license is required
- Must have the permanent use of an automobile that is properly insured, including a clause specifically insuring the City of Chicago from accident liability
WORKING CONDITIONS

- General office environment
- Exposure to outdoor weather conditions
- Exposure to loud noise, fumes or dust
- Exposure to hazardous conditions (e.g., construction sites, heavy machinery)

EQUIPMENT

- Standard office equipment (e.g., telephone, printer, photocopier, fax machine, calculator)
- Computers and peripheral equipment (e.g., personal computer, computer terminals, hand-held computer, modems)
- Personal protective equipment (e.g., hard hat, shoes, glasses, gloves, vest, pads)
- Two-way radio

PHYSICAL REQUIREMENTS

- No specific requirements

KNOWLEDGE, SKILLS, ABILITIES, AND OTHER WORK REQUIREMENTS

**Knowledge**

Advanced knowledge of:

- *applicable hand and power tools and masonry equipment (e.g., trowels, floaters, screeds)*
- *properties and characteristics of masonry materials*
- *masonry construction and masonry repair and maintenance principles, theory, methods, and procedures*
- *use of safety equipment and protective gear*
- *applicable safety and code standards specific to the masonry trade, including OSHA standards*

Some knowledge of:

- *supervisory methods, practices, and procedures*
- budgetary and fiscal management practices

Knowledge of applicable City and department policies, procedures, rules, regulations, and ordinances

Other knowledge as required for successful performance in the Foreman of Bricklayers class

**Skills**

- *ACTIVE LISTENING* - Give full attention to what other people are saying, taking time to understand the points being made, ask questions as appropriate, and not interrupt at inappropriate times
- *CRITICAL THINKING* - Use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems
- MONITORING - Monitor and assess performance of one's self, other individuals, or organizations to make improvements or take corrective action
- *MANAGEMENT OF MATERIAL RESOURCES* - Obtain and see to the appropriate use of equipment, facilities, and materials needed to do certain work
• MANAGEMENT OF PERSONNEL RESOURCES - Motivate, develop, and direct people as they work and identify the best people for the job
• *COORDINATION WITH OTHERS - Adjust actions in relation to others' actions
• INSTRUCTING - Teach others how to do something
• *JUDGEMENT AND DECISION MAKING - Consider the relative costs and benefits of potential actions to choose the most appropriate one

Other skills as required for successful performance in the Foreman of Bricklayers class

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
• RECOGNIZE PROBLEMS - Tell when something is wrong or is likely to go wrong
• SPATIAL ORIENTATION - Know one's location in relation to the environment or to know where other objects are in relation to one's self
• REACH CONCLUSIONS - Combine pieces of information to form general rules or conclusions (includes finding a relationship among seemingly unrelated events)

Other abilities as required for successful performance in the Foreman of Bricklayers class

Other Work Requirements

• PERSISTENCE - Persist in the face of obstacles on the job
• INITIATIVE - Demonstrate willingness to take on job challenges
• LEADERSHIP - Demonstrate willingness to lead, take charge, and offer opinions and direction
• ADAPTABILITY/FLEXIBILITY - Be open to change (positive or negative) and to considerable variety in the workplace
• DEPENDABILITY - Demonstrate reliability, responsibility, and dependability and fulfill obligations
• ATTENTION TO DETAIL - Pay careful attention to detail and thoroughness in completing work tasks

Other characteristics as required for successful performance in the Foreman of Bricklayers class

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.