CLASS TITLE: GENERAL FOREMAN OF CONSTRUCTION LABORERS

CHARACTERISTICS OF THE CLASS

Under general supervision, functions as a second level supervisor, managing and directing the work of Foremen and their staff / crews of Construction Laborers and Laborer – Apprentices engaged in performing physically demanding labor at construction, maintenance, and repair project sites of public facilities or in the public way including streets and roadways, water distribution structures, sewer/drainage structures, bridges and viaducts, and performs related duties as required.

ESSENTIAL DUTIES

- Direct large scale work operations in an infrastructure department such as the Department of Transportation, directly supervising a group of Foreman of Construction Laborer engaged in overseeing and monitoring the work of work crews performing construction labor tasks
- Prepares manpower estimates of laborer services needed for scheduled construction, maintenance, and repair projects, working with management personnel to meet department’s objectives, priorities and performance measures
- Prepares work schedules, organizes work crews and makes work assignments to Foreman of Construction Laborers, ensuring the efficient use of manpower resources
- Authorizes and approves the requisitioning of work materials, supplies and equipment to complete work projects; monitors and approves overtime
- Enforces safety requirements, inspecting work sites to ensure work crews follow established safety procedures and practices; works with Foremen to ensure work procedures and practices are in compliance with departmental, federal and state safety standards and regulations
- Ensures Laborers receive required training on proper and safe construction labor practices and procedures including pipelaying / installing pipe, operation of power tools, operation of forklift equipment, and trenching and excavation and OSHA safety and health standards
- Responds to major incidents or problems at work sites, coordinating work efforts with Foremen to ensure timely resolution of problems and minimal delay of work progress
- Works with management in developing and establishing performance measures, productivity and quality standards; conducts field inspections to assess compliance with standards
- Monitors and evaluates work performance of subordinate staff and prepares performance appraisals; reviews accident and injury reports
- Attends disciplinary hearing for staff; initiates and enforces disciplinary actions as required; responds to and resolves work related conflicts or problems with staff; enforces personnel rules

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

- Five years of work experience as a construction laborer on construction, maintenance or repair projects, of which three years of work experience are in a supervisory role related to the responsibilities of the position
Licensure, Certification, or Other Qualifications

- A valid State of Illinois driver’s license is required
- Positions in the Chicago Department of Aviation (CDA) must pass a Ground Motor Vehicle Operating Regulation Basic Driving test administered by the CDA within six months of hire

WORKING CONDITIONS

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

EQUIPMENT

- Standard office equipment (e.g., telephone, printer, photocopies, fax machine)
- Computers and peripheral equipment (e.g., personal computer, computer terminals)
- Personal protective equipment (e.g., hard hat, shoes, glasses, gloves, safety vest)

PHYSICAL REQUIREMENTS

- Ability to stand, walk and bend for extended or continuous periods of time
- Ability to access multi-level facilities

KNOWLEDGE, SKILLS, ABILITIES, AND OTHER WORK REQUIREMENTS

Knowledge

Considerable knowledge of:
- * work practices and standards relating to the construction labor craft
- * construction equipment and materials
- * industry standards for trenching, excavation and backfilling
- * applicable safety practices and procedures specific to construction labor, including OSHA standards
- * supervisory methods, practices and procedures

Moderate knowledge of:
- Management methods and practices

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

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
- CRITICAL THINKING – Use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems
- MANAGEMENT OF PERSONNEL RESOURCES – Motivate, develop, and direct people as they work and identify the best people for the job
- 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 Construction Laborers 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
- **REASON TO SOLVE PROBLEMS** – Apply general rules to specific problems to produce answers that make sense

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

**Other Work Requirements**

- **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
- **ANALYTICAL THINKING** – Analyze information and use logic to address work or job issues and problems

Other characteristics as required for successful performance in the Foreman of Construction Laborers 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.

City of Chicago
Department of Human Resources

Date: October, 2012