



Code: 9533
Family: Construction, Maintenance, and Skilled Labor
Service: Labor
Group: Non-Competitive
Series: Unskilled Labor

CLASS TITLE: LABORER

CHARACTERISTICS OF THE CLASS

Under immediate supervision, works an assigned shift and performs unskilled manual work of a physical nature in the performance of grounds maintenance and general labor work at the Chicago Department of Aviation's (CDA) O'Hare International and Midway International Airports, and performs related duties as required.

ESSENTIAL DUTIES

Outside Terminal / Secured/ Non-Secured Areas

- Collects refuse and bulk garbage from the exterior of all terminals and security posts, and from exterior and interior of support facilities (i.e. airport maintenance complex (AMC), H&R plant and warehouse); lifts and removes trash bags from large (55 gallon) refuse containers and loads onto refuse trucks
- Uses hand tools (i.e. rakes, heavy-duty long handled dustpans and brooms) and powered equipment (i.e. sweepers/green machines and riding vacuums) to clean and pick up debris from exterior areas including sidewalks, grass areas, fence lines and parking lots
- Walks designated areas/roadways to pick up debris using picks; empties ash tray containers and cleans/polishes tops of stainless steel refuse containers around terminal areas
- Removes snow and ice from sidewalks, curbs and exterior of terminals and facilities and spreads salt using salt spreaders, snow blowers, compact utility riding tractors with attached snow plows and hand shovels
- Cuts grass and trims weeds on all grass areas in non-secured and secured (i.e. service roads, taxiways, runways) airport areas using compact utility riding tractor mowers, powered weed trimmers and grass mowers; applies pesticides for weed control
- Trims and cuts down trees and shrubs; works from a bucket on a lift truck to reach and remove selected limbs using powers saws or pruners
- Responds to clean up requests from vehicle accidents, setting up barricades, putting down oil and picking up debris; deliver and set up barricades to designated sites
- Raises and lowers all CDA controlled American, State, County and City flags located throughout the airport
- Perform minor cold patch repair on taxiways and runways as needed

Inside Terminal / Secured/ Non-Secured Areas

- Loads and unloads supply trucks with office supplies, janitorial supplies, salt bags, trades materials and other equipment and supplies and delivers to various facilities and storerooms throughout the airport
- Cleans up and removes debris and disposed of bulk items from terminal areas, basements and tunnels; cleans pedestrian stairwells in parking garages and checks for light outages

- Moves furniture and office equipment to various areas in the airport; moves bench seating in terminals; sets up cots for stranded passengers
- Delivers, sets-up and removes platforms, tables, chairs and decorations for special events/holidays
- Works the mail run, delivering and picking up mail and packages between airports, city departments and other facilities

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

- Willingness and ability to perform the job duties.

Licensure, Certification, or Other Qualifications

- Some positions required to have a valid State of Illinois driver's license
- Some positions are required to obtain an Illinois Department of Agriculture Pesticide Operator License
- Some positions must pass a Ground Motor Vehicle Operating Regulation Basic Driving test administered by the Chicago Department of Aviation (CDA)

WORKING CONDITIONS

- Airport terminals and facilities
- Airfields, runways and other exterior areas of airport and surrounding areas
- Exposure to loud noises and extreme weather conditions
- Work schedules include varying days off and three shifts

EQUIPMENT

- Manual equipment (e.g., brooms, picks, shovels)
- Power equipment (e.g., riding vacuum, compact utility riding tractors, power saws, chain saws, pruners)
- Personal protective equipment (e.g., shoes, glasses, gloves, safety vest,)

PHYSICAL REQUIREMENTS

- Extremely heavy lifting and carrying ranging from 75 to 100 pounds is required
- Ability to stand, walk and bend for extended or continuous periods of time
- Ability to use and operate applicable hand and power tools and equipment
- Ability to climb (e.g., access cabs of trucks or vehicles, staircases)

KNOWLEDGE, SKILLS, ABILITIES, AND OTHER WORK REQUIREMENTS

Knowledge

Some knowledge of:

- applicable safety practices and procedures specific to unskilled labor and maintenance work
- 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

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

Other Work Requirements

- STAMINA - Demonstrate energy and stamina to accomplish work tasks
- 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: June, 2012