



Code: 9534
Family: Construction, Maintenance, and Skilled Labor
Service: Labor
Group: Non-Competitive
Series: Unskilled Labor

CLASS TITLE: LABORER

CHARACTERISTICS OF THE CLASS

Under immediate supervision, performs unskilled, physically demanding labor at new construction and repair and maintenance work sites, in the public way or at city facilities, and performs related duties as required.

Positions are allocated primarily to the Department of Transportation, assignments including the Bureau of Electricity, In-House Construction and Sign Shop, and to the Department of Fleet and Facility Management

ESSENTIAL DUTIES

- Loads and unloads trucks carrying a variety of equipment, power tools and construction materials including street light and traffic signal heads, concrete and cement bags, PVC and steel pipe, and electrical wire
- Digs and backfills trenches, holes, pole foundations and sidewalk/street excavations
- Sets braces and shoring equipment and drives sheeting to set up retention walls
- Operates pneumatic power and hand tools (e.g., jack hammers, concrete saws, shovels, picks, sledge hammers and grinding equipment) in the performance of general labor work and the placement and removal of street markings
- Assists in the installation of concrete forms, conduit and other materials, and mixes and pours concrete in specified amounts
- Sets up barricades, traffic safety cones and steel street plates, and uses hand signals and flags to slow or control traffic around work sites
- Cleans up work sites and city facilities at the completion of jobs, loading and removing debris and sweeping and clearing areas and performs light landscaping (e.g., cuts grass, removes weeds) duties to restore areas
- Spreads salt and operates snow blowers and uses shovels to remove and clean snow and ice from walkways and other areas around facilities
- Operates hand jacks and forklifts to lift, move, store and distribute large and heavy construction materials maintained at work sites and in central warehouses or supply yards
- Tracks the delivery and distribution of materials and tools at a warehouse or supply yard
- Assists skilled trades workers by readying and supplying needed tools and materials and maintaining cleaning equipment in good working condition
- Moves furniture and office equipment to assist trades crews working on maintenance and rehabbing projects for city offices and facilities
- May prepare daily work activity reports
- Works on crews with seasonal Painters, assisting in the removal and placement of street markings on city streets and Lake Shore Drive. Operates small grinding equipment to remove street markings

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

- One year of work experience as a general laborer on a construction work site

Licensure, Certification, or Other Qualifications

- Assignments involving the operation of a forklift will require positions to be trained and evaluated by the employer prior to the assignment, as required under OSHA standards administered by the Illinois Department of Labor (IDOL)

WORKING CONDITIONS

- Exposure to outdoor weather conditions
- Exposure to loud noise, fumes or dust, oily or wet environment

EQUIPMENT

- Manual equipment (e.g., shovel, broom, rake)
- Power tools (e.g., pneumatic jack hammer)
- Personal protective equipment (e.g., hard hat, shoes, glasses, gloves, vest, pads)
- Safety devices or equipment (e.g., cones, barricades)

PHYSICAL REQUIREMENTS

- Heavy lifting (up to 100 pounds) is required
- Ability to stand and walk for extended or continuous periods of time
- Ability to quickly bend, stretch, twist, or reach out with one's body, arms, and/or legs
- Ability to move one's hands and arms to grasp or manipulate objects
- Ability to operate applicable hand tools, power tools, and equipment

KNOWLEDGE, SKILLS, ABILITIES, AND OTHER WORK REQUIREMENTS

Knowledge

Some knowledge of:

- *use of power and hand tools, materials and equipment used on construction work sites
- *use of street surface repair and landscaping equipment and materials
- *applicable safety practices, and procedures specific to labor work, including OSHA standards
- *use of safety equipment and protective gear

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
- COOPERATION - Be pleasant with others on the job and display a good-natured, cooperative attitude
- 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
March, 2017