



Code: 9536
Family: Construction, Maintenance, and Skilled Labor
Service: Labor
Group: Non-Competitive
Series: Unskilled Labor

CLASS TITLE: LABORER - PARKING OPERATIONS

CHARACTERISTICS OF THE CLASS

Under supervision, perform unskilled manual labor to support the parking operations of the Department of Finance's Division of Street Operations,

ESSENTIAL DUTIES

- Performs general labor duties to support booting, permits and parking enforcement operations
- Unloads deliveries of supplies and materials including booting equipment, hand held ticket devices, parking citation/ticket books, officer supplies and other materials
- Counts items received to verify information on packing/delivery report; unpacks delivered supplies and materials and disposes of packing materials
- Stocks shelves in storeroom; uses a hydraulic jack to move supplies and materials and loads on city vans; delivers items from stock to appropriate areas of facility
- Drives a city vehicle to pick up recovered boots and locks from auto pound
- Drives departmental vehicles to and from city's service garages or vendor dealerships for scheduled preventive maintenance or repairs
- Cuts grass and removes weeds using lawn mowers and weed whackers
- Operates snow blowers and uses shovels to remove and clean snow and ice from walkways and other areas around the facility; spreads salt
- Moves furniture and office equipment to various areas in the facility
- Builds and installs shelves for storeroom as needed

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 duties of the job

Licensure, Certification, or other Qualifications

- A valid State of Illinois driver's license is required

WORKING CONDITIONS

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

EQUIPMENT

- Manual tools (e.g., shovels, brooms, hand tools, hand jacks)
- Personal protective equipment (e.g., shoes, gloves, vest, pads)
- Powered and manual equipment (e.g., snow blowers, hydraulic jack)

PHYSICAL REQUIREMENTS

- Lifting and carrying (up to 50 pounds) is required
- Ability to stand and walk for extended or continuous periods of time
- Ability to operate applicable hand tools and power equipment

KNOWLEDGE, SKILLS, ABILITIES, AND OTHER WORK REQUIREMENTS

Knowledge

Some knowledge of:

- applicable safety practices and procedures specific to unskilled labor and maintenance work
- 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
- 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: October, 2012