



Code: 9592
Family: Construction, Maintenance, and Skilled Labor
Service: Labor
Group: Non-Competitive
Series: Unskilled Labor

CLASS TITLE: FOREMAN OF STATION LABORERS

CHARACTERISTICS OF THE CLASS

Under general supervision, performs and supervises Station Laborers performing manual labor and custodial duties at a municipal water treatment plant and surrounding grounds, and performs related duties as required

ESSENTIAL DUTIES

- Functions as a working supervisor, making daily work assignments to staff of Station Laborers and assisting them in the performance of assigned work tasks
- Oversees staff cleaning, sweeping and mopping terrazzo and tile floors, concrete floors, stairways, dock areas and other work areas using manual and powered equipment
- Assigns custodial duties including cleaning bathrooms, moving of furniture and office equipment, and garbage collection and disposal to maintain the cleanliness of plant facilities
- Confers with plant management to schedule and coordinate work assignments impacting on plant operations to ensure operational efficiency is maintained
- Oversees and participates in the cleaning of settling basins, hose placements, and cleaning techniques with the guidance of operating engineers as needed
- Operates and supervises staff operating forklifts to load, unload, move and distribute materials and equipment to designated locations
- Oversees the cleaning of grounds areas including snow and ice removal, picking up trash and debris and erecting and removing snow fences
- Inspects work in progress to ensure timely completion of assignments and adherence to work standards
- Prepares productivity reports and related work reports
- Trains staff on performance of work activities and implements safety procedures to minimize accidents and promote a safe work environment
- Maintains time records for subordinate staff and approves time off; conducts performance evaluations; and initiates and enforces disciplinary actions as required

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

- Two years of work experience as a Station Laborer, general laborer or custodian / janitor

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

- General office environment

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

EQUIPMENT

- Standard office equipment (e.g., telephone, printer, photocopier, fax machine, calculator)
- Computers and peripheral equipment (e.g., personal computer, computer terminals)
- Personal protective equipment (e.g., hard hat, shoes, glasses, gloves, vest, pads)
- Powered and manual cleaning equipment (e.g., power hoses, mops, brooms)

PHYSICAL REQUIREMENTS

- Heavy lifting and carrying (up to 75 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**

Moderate knowledge of:

- equipment and materials specific to custodial maintenance and grounds keeping
- applicable safety principles, practices, and procedures
- use of safety equipment and protective gear

Some knowledge of:

- supervisory methods, practices, and procedures

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
- INSTRUCTING - Teach others how to do something

Other skill as required for successful performance in the Station Laborer 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

Other Work Requirements

- INITIATIVE - Demonstrate willingness to take on job challenges
- LEADERSHIP - Demonstrate willingness to lead, take charge, and offer opinions and direction

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- 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
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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, 2013