



Code: 4239
Family: Facilities
Service: Operation and Construction
Group: Building Maintenance and Operation
Series: Custodial

CLASS TITLE: SUPERVISING PROPERTY CUSTODIAN

CHARACTERISTICS OF THE CLASS

Under general supervision, supervises staff engaged in maintaining an inventory of supplies, equipment, and confiscated property in a unit storeroom, departmental yard, auto pound, evidence room, or mailroom, and performs related duties as required

ESSENTIAL DUTIES

- Supervises the receipt, storage, issuance, and delivery of a large and varied stock of materials including physical property confiscated by the department
- Oversees the completion of physical inventories to balance stock against unit inventory
- Supervises the inspection of goods received against receiving reports
- Prepares inventory reports for towed vehicles noting serial and license numbers and interior and exterior condition
- Supervises the maintenance of files on impounded vehicles and inventoried property for recordkeeping purposes
- Collects towing and storage fees, issues receipts, and releases vehicles to owners
- Patrols auto pound area to ensure safekeeping of impounded vehicles
- Maintains security for inventoried property
- Operates a departmental vehicle to deliver documents, evidence, and intra-departmental mail
- Prepares and/or reviews daily trip forms including time, location, and mileage information
- Answers auto pound and inventoried property related telephone inquiries
- Enters, updates, and retrieves data on a remote terminal
- Prepares inventoried property for auction, destruction or confiscation

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

- Three years of progressively responsible inventory control or storekeeping experience; or an equivalent combination of education, training, and experience

Licensure, Certification, or Other Qualifications

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

WORKING CONDITIONS

- General office environment
- Exposure to outdoor weather conditions

EQUIPMENT

- Standard office equipment (e.g., telephone, printer, photocopier, fax machine, calculator)

- Computers and peripheral equipment (e.g., personal computer, computer terminals, hand-held computer)
- Hand tools (e.g., hammer, screwdriver, wrench, pliers, flashlight)
- Forklifts
- Powered moving equipment (e.g., electric lifts and jacks)
- Manual moving equipment (e.g., hand trucks, dollies)

PHYSICAL REQUIREMENTS

- Substantial lifting (up to 50 pounds) is required
- Ability to stand and walk for extended periods of time
- Ability to move one's hands and arms to grasp or manipulate objects

KNOWLEDGE, SKILLS, ABILITIES, AND OTHER WORK REQUIREMENTS**Knowledge**

Considerable knowledge of:

- inventory and control methods, practices, and procedures
- storeroom and warehouse management methods
- practices and procedures for receiving, storing, and issuing materials and supplies

Some knowledge of:

- applicable safety principles and practices
- applicable power-driven equipment
- supervisory methods, practices, and procedures

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

Skills

- *ACTIVE LEARNING - Understand the implications of new information for both current and future problem-solving and decision-making
- *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
- *MATHEMATICS - Use mathematics to solve problems
- MONITORING - Monitor and assess performance of one's self, other individuals, or organizations to make improvements or take corrective action
- MANAGEMENT OF PERSONNEL RESOURCES - Motivate, develop, and direct people as they work and identify the best people for the job
- *COORDINATION WITH OTHERS - Adjust actions in relation to others' actions
- OPERATION AND CONTROL - Control operations of equipment or systems

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
- WORK WITH NUMBERS - Add, subtract, multiply, or divide quickly and correctly
- ORGANIZE INFORMATION - Arrange things or actions in a certain order or pattern according to a specific rule or set of rules (e.g., patterns of numbers, letters, words, pictures, mathematical operations)

Other Work Requirements

- INITIATIVE - Demonstrate willingness to take on job challenges
- SOCIAL ORIENTATION - Prefer to work with others rather than alone and being personally connected with others on the job
- STRESS TOLERANCE - Accept criticism and deal calmly and effectively with high stress situations
- 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
- INDEPENDENCE - Develop own ways of doing things, guide oneself with little or no supervision, and depend mainly on oneself to get things done

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
November, 2013