



**Code: 4406**

Family: Construction, Maintenance, and Skilled Labor

Service: Operation and Construction

Group: Building Maintenance and Operation

Series: Masonry Trades

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## **CLASS TITLE: GENERAL FOREMAN OF BRICKLAYERS**

### **CHARACTERISTICS OF THE CLASS**

Under direction, manages bricklaying activities for various construction and repair projects, and performs related duties as required

### **ESSENTIAL DUTIES**

- Directs and coordinates the work of foremen and their assigned crews engaged in laying brick to build or repair walls, floors, appurtenances, and related masonry structures
- Determines work priorities and schedules and assigns crews and resources
- Reviews manpower, material, and equipment cost estimates prepared by foremen for assigned projects ensuring completeness and appropriateness
- Reviews and authorizes requisitions for tools, equipment, and materials
- Schedules and coordinates work activities with other trades personnel to ensure efficient and economical completion of assigned projects
- Develops quality standards for bricklaying work and monitors compliance
- Directs staff training on work procedures, quality standards, and safety requirements
- Reviews project status reports prepared by foremen and reallocates resources to ensure projects are completed efficiently and in a timely manner
- Authorizes time sheets of subordinate staff
- Evaluates performance of subordinate personnel and recommends disciplinary action when appropriate
- Prepares management reports for assigned projects
- Monitors crews and investigates complaints of defective work
- Directs work during emergencies or to ensure deadlines are met

**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**

- Successful completion of a US Department of Labor registered bricklayer apprenticeship training program and journeyman status, plus four years of journey-level bricklayer experience, of which two years is in a supervisory role related to the responsibilities of the position; or an equivalent combination of education, training, and experience

#### **Licensure, Certification, or Other Qualifications**

- A valid State of Illinois driver's license is required
- Must have the permanent use of an automobile that is properly insured, including a clause specifically insuring the City of Chicago from accident liability

**WORKING CONDITIONS**

- General office environment
- Exposure to outdoor weather conditions
- Exposure to loud noise, fumes or dust
- Exposure to hazardous conditions (e.g., construction sites, heavy machinery)

**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, modems)
- Personal protective equipment (e.g., hard hat, shoes, glasses, gloves, vest, pads)
- Two-way radio

**PHYSICAL REQUIREMENTS**

- No specific requirements

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

Advanced knowledge of:

- \*applicable hand and power tools and masonry equipment (e.g., trowels, floaters, screeds)
- \*properties and characteristics of masonry materials
- \*masonry construction and masonry repair and maintenance principles, theory, methods, and procedures
- \*use of safety equipment and protective gear
- \*applicable safety and code standards specific to the masonry trade, including OSHA standards

Some knowledge of:

- \*supervisory methods, practices, and procedures
- budgetary and fiscal management practices

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

Other knowledge as required for successful performance in the Foreman of Bricklayers class

**Skills**

- \*ACTIVE LISTENING - Give full attention to what other people are saying, taking 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
- MONITORING - Monitor and assess performance of one's self, other individuals, or organizations to make improvements or take corrective action
- \*MANAGEMENT OF MATERIAL RESOURCES - Obtain and see to the appropriate use of equipment, facilities, and materials needed to do certain work

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- 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
- INSTRUCTING - Teach others how to do something
- \*JUDGEMENT AND DECISION MAKING - Consider the relative costs and benefits of potential actions to choose the most appropriate one

Other skills as required for successful performance in the Foreman of Bricklayers 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
- RECOGNIZE PROBLEMS - Tell when something is wrong or is likely to go wrong
- SPATIAL ORIENTATION - Know one's location in relation to the environment or to know where other objects are in relation to one's self
- REACH CONCLUSIONS - Combine pieces of information to form general rules or conclusions (includes finding a relationship among seemingly unrelated events)

Other abilities as required for successful performance in the Foreman of Bricklayers class

**Other Work Requirements**

- PERSISTENCE - Persist in the face of obstacles on the job
- INITIATIVE - Demonstrate willingness to take on job challenges
- LEADERSHIP - Demonstrate willingness to lead, take charge, and offer opinions and direction
- 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

Other characteristics as required for successful performance in the Foreman of Bricklayers class

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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.

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(Valtera Corporation)

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