

CLASS TITLE: **Foreman of Motor Truck Drivers**

CHARACTERISTICS OF THE CLASS: Under general supervision, coordinates, supervises and inspects the work of Motor Truck Drivers (MTDs) engaged in equipment operation and general maintenance activities; and performs related duties as required.

ESSENTIAL DUTIES: Supervises and inspects the work of MTDs engaged in operating trucks and heavy automotive equipment; assigns and reassigns MTDs to specific projects as necessitated by emergencies or program changes; reviews and analyzes a variety of reports concerning unit operations, productivity and tonnage collection data to ensure maximum efficiency; establishes standards of procedure for equipment testing and operation; prepares daily assignment sheets, project summary and operation reports of work activities; ensures the 24-hour availability of personnel during snow emergencies; supervises call-out procedures during snow removal operations; prepares and maintains snow removal operation reports; maintains mileage, oil and gasoline consumption records; serves as consultant for problems involving equipment operations; assists supervisory personnel in expediting disciplinary actions; oversees the training of new employees; processes accident and personal injury reports; ensures all personnel comply with established policies and procedures; conducts periodic checks of licensing requirements for MTDs.

RELATED DUTIES: Issues parking violations to illegally parked vehicles for towing purposes; verifies types and amount of waste disposal transported to landfill or transfer sites.

MINIMUM QUALIFICATIONS:

Training and Experience. Two years of progressively responsible experience in operating automotive equipment. A valid State of Illinois Class "A" or "B" Commercial Driver's License is required.

Knowledge, Abilities and Skill. Good knowledge of the operation and maintenance of automotive equipment. Good knowledge of various types of automotive equipment. Good knowledge of safety methods and techniques and applicable traffic laws and regulations. Good knowledge of City personnel policies and procedures.

Ability to plan, assign, supervise and inspect the work of subordinate personnel. Ability to prepare routing and work schedules. Ability to give oral and written instructions. Ability to train staff in new or modified work procedures.

Working skill in operating a variety of automotive equipment. Good administrative and supervisory skills. Good written and oral communication skills.

Physical Requirements. Ability to lift and carry up to 35 lbs. occasionally. Ability to operate automotive equipment safely and according to law.

CLASS TITLE: **Foreman of Motor Truck Drivers (Cont'd)**

Working Conditions. May be exposed to noise or dust and unfavorable atmospheric conditions or extreme temperatures.

Equipment. Various automotive and power equipment.

NOTE: While the list of essential duties is intended to be as inclusive as possible, there may be other duties which are essential to particular positions within the class.

May, 1995  
City of Chicago  
Department of Human Resources  
(Minimum Qualifications Revised: April, 2008)