



Code: 7636

Family: Construction, Maintenance, and Skilled Labor

Service: Operation and Construction

Group: Steam and Operation Engineering

Series: Hoisting and Conveying Operation

CLASS TITLE: GENERAL FOREMAN OF HOISTING ENGINEERS

CHARACTERISTICS OF THE CLASS

Under direction, manages work operations relating to the scheduling and allocation of city owned and leased heavy construction equipment to work sites; supervises Foreman of Hoisting Engineers responsible for day-to-day operations; and perform related duties as required

ESSENTIAL DUTIES

- Supervises and directs staff of Foreman of Hoisting Engineers engaged in overseeing day-to-day work operations including assessing available equipment and manpower, prioritizing jobs and assigning Hoisting Engineers to operate specific pieces of equipment (e.g., front-end loaders, high lifts, backhoes, pavers, excavators) at work sites
- Works with supervisory staff in developing work plans for the efficient scheduling and utilization of equipment and staff based on reports of available equipment, manpower and scheduled projects and timelines
- Works with management staff in drafting and reviewing specifications for the rental of heavy construction equipment for specific construction and repair projects; confers with vendors to review the terms for the leasing of heavy construction equipment
- Responds to and resolves major operational issues in the field involving the replacement of downed equipment, requests for additional pieces of equipment, accidents or staffing problems
- Coordinates and schedules in-house training for Hoisting Engineers to develop and improve skills on the operation of specific pieces of heavy construction equipment
- Develops work standards and oversees the assessment of employees' work performance and skill level in operating heavy construction equipment
- Enforces safety requirements, inspecting work sites and monitoring operations to ensure work procedures and practices comply with departmental safety standards; reviews accident and injury reports
- Attends disciplinary hearings for staff; initiates and enforces disciplinary actions; responds to and resolves work related conflicts or problems with staff; enforces personnel and work rules
- Prepares various operational work reports for use by management

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 Operating Engineer apprenticeship training program and journeyman status, plus five years of journey level operating/hoisting engineer work experience, including three years of supervisory experience related to the responsibilities of the position, or an equivalent combination of education, training and experience

Licensure, Certification, or Other Qualifications

- A commercial driver's license (CDL), Class A or B, as issued by the State of Illinois

WORKING CONDITIONS

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

EQUIPMENT

- Personal protective equipment (e.g., hard hat, shoes, glasses, ear plugs, gloves, vest, pads)

PHYSICAL REQUIREMENTS

- No specific requirements

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

Considerable knowledge of:

- operation of heavy duty and off –road equipment and machinery
- standard preventative maintenance procedures used on heavy construction equipment
- safety rules and practices in the operation of heavy construction equipment
- supervisory methods, practices and procedures

Moderate knowledge of:

- use of Microsoft Suite software including Word and Excel
- management practices

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
- MONITORING – Monitor and assess performance of one’s self, other individuals, or organizations to make improvements or take corrective action
- CRITICAL THINKING – Use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems
- MANAGEMENT OF PERSONNEL RESOURCES – Motivate, develop and direct people as they work and identify the best people for the job

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

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- WRITE – Communicate information and ideas in writing so others will understand
- REASON TO SOLVE PROBLEMS - Apply general rules to specific problems to produce answers that make sense

Other Work Requirements

- INITIATIVE - Demonstrate willingness to take on job challenges
 - LEADERSHIP – Demonstrate willingness to lead, take charge, and offer opinions and direction
 - STAMINA - Demonstrate energy and stamina to accomplish work tasks
 - DEPENDABILITY - Demonstrate reliability, responsibility, and dependability and fulfill obligations
 - ANALYTICAL THINKING – Analyze information and use logic to address work or job issues and problems
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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
April, 2019

Licensure, Certification, or Other qualifications updated