



**Code: 7636**

Family: Construction, Maintenance, and Skilled Labor

Service: Operation and Construction

Group: Steam and Operation Engineering

Series: Hoisting and Conveying Operation

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## **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.

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City of Chicago  
Department of Human Resources  
April, 2019

Licensure, Certification, or Other qualifications updated