



Code: 8243

Family: Construction, Maintenance, and Skilled Labor
Service: Operation and Construction
Group: Street, Water, Sewer, and Disposal
Series: Street Maintenance and Construction

CLASS TITLE: GENERAL FOREMAN OF LABORERS

CHARACTERISTICS OF THE CLASS

Under supervision, directs and coordinates the work of Foremen and work crews, engaged in a variety of labor and maintenance functions, building maintenance or grounds keeping work activities, and performs related duties as required

ESSENTIAL DUTIES

- Directs large scale work operations relating to building and grounds maintenance at an international airport site, overseeing staff performing labor tasks including maintaining airfields, grass cutting, snow and ice removal, refuse collection, and moving, loading and unloading supplies, furniture and equipment
- Plans, schedules, and executes work projects in coordination with management personnel to meet department's objectives, priorities and performance measures; prepares work schedules for a large labor staff, ensuring the effective and efficient utilization of manpower
- Authorizes and approves the requisitioning of work materials, supplies and equipment to complete work projects
- Enforces safety requirements, inspecting work sites to ensure work crews follow established safety procedures and practices; works with Foremen to ensure work procedures and practices are in compliance with departmental, federal and state safety standards and regulations
- Responds to major incidents or problems at work sites, coordinating work efforts with Foremen to ensure timely resolution of problems and minimal delay of work progress
- Works with management in developing and establishing performance measures, productivity and quality work standards
- Monitors and evaluates work performance of subordinate staff and prepares performance appraisals
- Attends disciplinary hearings for staff; initiates and enforces disciplinary actions as required; responds to and resolves work related conflicts or problems with staff; enforces personnel rules
- Prepares various management reports on unit's work activities and accomplishments

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

- Five (5) years of experience performing building maintenance, or grounds keeping work, of which three (3) years of work experience are in a supervisory role related to the responsibilities of the position

Licensure, Certification, or Other Qualifications

- A valid State of Illinois driver's license is required. Positions at municipal airports must obtain basic airfield driving certification within six months of hire

WORKING CONDITIONS

- General office environment
- Exposure to outdoor weather conditions
- Exposure to loud noise, fumes or dust, oily or wet environment

EQUIPMENT

- Standard office equipment (e.g., telephone, printer, photocopier, fax machine, calculator)
- Computers and peripheral equipment (e.g., personal computer, computer terminals)
- Personal protective equipment (e.g., hard hat, shoes, glasses, gloves, vest, pads)
- Communication equipment (e.g., two-way radio, dispatch equipment, multi-channel system)

PHYSICAL REQUIREMENTS

- Ability to stand and walk for extended or continuous 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:

- *work practices relating to general labor, construction labor,
- *work practices and procedures relating to grounds keeping and general maintenance
- *applicable safety practices and procedures specific to labor work, including OSHA standards
- *proper use of safety equipment and protective gear

Moderate knowledge of:

- *supervisory methods, practices, and procedures

Some knowledge of:

- management methods and practices

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

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

Skills

- *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
- MANAGEMENT OF MATERIAL RESOURCES - Obtain and see to the appropriate use of equipment, facilities, and materials needed to do certain work
- *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

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- *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 Laborers 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
- REASON TO SOLVE PROBLEMS - Apply general rules to specific problems to produce answers that make sense

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

Other Work Requirements

- 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
- ANALYTICAL THINKING - Analyze information and using logic to address work or job issues and problems

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

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
June, 2019