



Code: 8249

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

CLASS TITLE: FOREMAN OF LABORERS - CONCRETE

CHARACTERISTICS OF THE CLASS

Under general supervision, functions as a working supervisor over work crews, overseeing and supervising Concrete Laborers performing skilled manual work of a physical nature at assigned work sites, and performs related duties as required. Positions are allocated primarily to the Departments of Transportation

ESSENTIAL DUTIES

- Supervises concrete construction crews making daily work assignments, ensures work crews are properly staffed and prioritizes work orders based on available manpower, daily work orders and planned work objectives
- Prioritizes work order requests (such as estimating cost and time to complete work, scheduling and distributing work and equipment) and makes required re-assignment to ensure management directives are carried out and operational needs are met
- Prepares and maintains records (such as work complete, time spent per project, cost and materials used)
- Monitors work in progress, enforcing operating work procedures and ensuring staff compliance with established work safety rules, practices and requirements
- Responds to and resolves problems at work sites relating to personnel, equipment, performance issues and other factors impacting of crew productivity
- Provides safety instruction to staff to minimize employee accidents and to promote a safe work environment; reviews incidents of accidents and injuries and prepares reports
- Provides suggestions and estimates to engineers for project planning through the interpretation of blue prints, sketches, and written or verbal instructions
- Approves time off requests; monitors performance and conducts performance evaluations; and initiates and enforces disciplinary actions
- Prepares productivity reports, operational reports and related reports

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

- Two years of work experience as a Concrete laborer

Licensure, Certification, or Other Qualifications

- A valid State of Illinois driver's license is required

WORKING CONDITIONS

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

EQUIPMENT

- Standard office equipment (e.g., telephone, printer, photocopies, fax machine)
- Standard equipment used in the craft
- Personal protective equipment (e.g., hard hat, shoes, glasses, gloves, safety vest,)

PHYSICAL REQUIREMENTS

- Moderate lifting (up to 50 pounds) required
- Ability to stand, walk and bend for extended or continuous periods of time
- Ability to access multi-level facilities

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

Moderate knowledge of:

- *work practices and standards used in the concrete labor craft
- * use of power and hand tools, and related equipment used at work sites
- * applicable safety practices and procedures specific to construction labor, including OSHA standards

Some knowledge of supervisory methods, practices and procedures

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

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
- MONITORING – Monitor and assess performance of one’s self, other individuals, or organizations to make improvements or take corrective action
- INSTRUCTING – Teach other how to do something

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

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

- ATTENTION TO DETAIL – Pay careful attention to detail and thoroughness in completing work tasks
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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
September, 2015