



Code: 8265

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 SIGN HANGERS

CHARACTERISTICS OF THE CLASS

Under general supervision, supervises sign hangers engaged in performing manual work related to the assembly, installation, repair, and removal of signs used for traffic control and public safety, and performs related duties as required

ESSENTIAL DUTIES

- Reviews work orders to assess work required, determine equipment and materials needed, and plan work processes
- Prepares cost estimates of materials, equipment, and worker hours needed to complete sign hanging jobs
- Plans, assigns, and schedules sign hanging jobs based on established priorities and the availability of resources
- Orders materials, equipment, and supplies and coordinates their delivery to work sites
- Supervises work in progress to ensure efficiency, timeliness, and adherence to safety procedures
- Inspects completed jobs for compliance with specifications and established quality standards
- Troubleshoots and assists in performing complex sign hanging jobs
- Supervises the removal of damaged, hazardous, and outdated signs
- Trains staff in work and safety procedures and evaluates their performance
- Approves employee time records
- Maintains work records and prepares project status reports
- Tests new sign assembling and installation equipment and supplies and makes recommendations for possible acquisition as required

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 assembling and hanging signs; or an equivalent combination of education, training, and experience

Licensure, Certification, or Other Qualifications

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

WORKING CONDITIONS

- General office environment
- Exposure to outdoor weather conditions
- Exposure to loud noise, fumes or dust
- Work performed using scaffolds and ladders

- Work performed at great heights with the use of safety belts

EQUIPMENT

- Standard office equipment (e.g., telephone, printer, photocopier, fax machine, calculator)
- Computers and peripheral equipment (e.g., personal computer, computer terminals, hand-held computer, modems)
- Hand tools (e.g., hammer, screwdriver, wrench, pliers)
- Power tools (e.g., gas and hydraulic-powered hand-held post drivers, concrete drills, power drills, power ratchets, cutters, grinders)
- Personal protective equipment (e.g., hard hat, shoes, glasses, gloves, vest, pads)
- Safety devices or equipment (e.g., cones, barricades, metal plates, scaffolding, ropes)
- Two-way radio

PHYSICAL REQUIREMENTS

- Substantial lifting (up to 50 pounds) is required
- Ability to stand and walk for extended or continuous periods of time
- Ability to quickly bend, stretch, twist, or reach out with one's body, arms, and/or legs
- Ability to climb staircases, ladders, and/or step stools
- Ability to tolerate heights while working
- Ability to operate applicable hand tools, power tools, and equipment

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

Considerable knowledge of:

- *applicable hand and power tools
- *use of sign hanging equipment and materials
- *use of safety equipment and protective gear

Moderate knowledge of:

- applicable safety and code standards specific to sign hanging work, including OSHA standards
- geographical locations within the City and applicable facilities

Some knowledge of:

- supervisory principles, methods, practices, and procedures

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

Other knowledge as required for successful performance in the Sign Hanger class

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, taking 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
 - MONITORING - Monitor and assess performance of one's self, other individuals, or organizations to make improvements or take corrective action
 - *COORDINATION WITH OTHERS - Adjust actions in relation to others' actions
 - INSTRUCTING - Teach others how to do something
 - EQUIPMENT SELECTION - Determine the kind of tools and equipment needed to do a job
- Other skills as required for successful performance in the Sign Hanger 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 Sign Hanger class

Other Work Requirements

- INITIATIVE - Demonstrate willingness to take on job challenges
- LEADERSHIP - Demonstrate willingness to lead, take charge, and offer opinions and direction
- DEPENDABILITY - Demonstrate reliability, responsibility, and dependability and fulfill obligations
- ATTENTION TO DETAIL - Pay careful attention to detail and thoroughness in completing work tasks

Other characteristics as required for successful performance in the Sign Hanger 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
(Valtera Corporation)

Date: August, 2010