



**Code: 4566**

Family: Construction, Maintenance, and Skilled Labor  
Service: Operation and Construction  
Group: Building Maintenance and Operation  
Series: Miscellaneous Building Trades

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## **CLASS TITLE: GENERAL FOREMAN OF CONSTRUCTION LABORERS**

### **CHARACTERISTICS OF THE CLASS**

Under general supervision, functions as a second level supervisor, managing and directing the work of Foremen and their staff / crews of Construction Laborers and Laborer – Apprentices engaged in performing physically demanding labor at construction, maintenance, and repair project sites of public facilities or in the public way including streets and roadways, water distribution structures, sewer/drainage structures, bridges and viaducts, and performs related duties as required.

### **ESSENTIAL DUTIES**

- Direct large scale work operations in an infrastructure department such as the Department of Transportation, directly supervising a group of Foreman of Construction Laborer engaged in overseeing and monitoring the work of work crews performing construction labor tasks
- Prepares manpower estimates of laborer services needed for scheduled construction, maintenance, and repair projects, working with management personnel to meet department's objectives, priorities and performance measures
- Prepares work schedules, organizes work crews and makes work assignments to Foreman of Construction Laborers, ensuring the efficient use of manpower resources
- Authorizes and approves the requisitioning of work materials, supplies and equipment to complete work projects; monitors and approves overtime
- 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
- Ensures Laborers receive required training on proper and safe construction labor practices and procedures including pipelaying / installing pipe, operation of power tools, operation of forklift equipment, and trenching and excavation and OSHA safety and health standards
- 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 standards; conducts field inspections to assess compliance with standards
- Monitors and evaluates work performance of subordinate staff and prepares performance appraisals; reviews accident and injury reports
- Attends disciplinary hearing for staff; initiates and enforces disciplinary actions as required; responds to and resolves work related conflicts or problems with staff; enforces personnel rules

**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 years of work experience as a construction laborer on construction, maintenance or repair projects, of which three 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 in the Chicago Department of Aviation (CDA) must pass a Ground Motor Vehicle Operating Regulation Basic Driving test administered by the CDA within six months of hire

**WORKING CONDITIONS**

- General office environment
- Exposure to outdoor weather conditions
- Exposure to hazardous conditions (e.g., construction sites, heavy machinery)

**EQUIPMENT**

- Standard office equipment (e.g., telephone, printer, photocopies, fax machine)
- Computers and peripheral equipment (e.g., personal computer, computer terminals)
- Personal protective equipment (e.g., hard hat, shoes, glasses, gloves, safety vest)

**PHYSICAL REQUIREMENTS**

- 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**

Considerable knowledge of:

- \* work practices and standards relating to the construction labor craft
- \* construction equipment and materials
- \* industry standards for trenching, excavation and backfilling
- \*applicable safety practices and procedures specific to construction labor, including OSHA standards
- \*supervisory methods, practices and procedures

Moderate knowledge of:

- Management methods and practices

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
- 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
- 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 Construction 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 Construction 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 use logic to address work or job issues and problems

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

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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

Date: October, 2012