



Code: 7635

Family: Construction, Maintenance, and Skilled Labor

Service: Operation and Construction

Group: Steam and Operation Engineering Group

Series: Hoisting and Conveying Operation

CLASS TITLE: FOREMAN OF HOISTING ENGINEERS

CHARACTERISTICS OF THE CLASS

Under general supervision, supervises journey level Hoister Engineers engaged in operating heavy construction and off-road equipment used to excavate, lift, move and load earth, water and sewer pipes, and other heavy materials and equipment; and perform related duties as required

ESSENTIAL DUTIES

- Makes work assignments, prioritizes jobs, and monitors the work of Hoisting Engineers engaged in operating heavy construction and off-road equipment including front-end loaders, high lifts, crawler tractors, backhoes, compactors, pavers, graders and excavators at a work site
- Monitors work operations at work sites, observing work activities of Hoisting Engineers including digging trenches, backfilling, asphalt street paving and tamping, and loading, lifting and setting of pipe, to ensure the proper and safe operation of equipment
- Works with management in planning, selecting and scheduling the allocation of equipment and Hoisting Engineers to various work projects and sites to ensure efficiency of operations
- Maintains records to track the location and use of heavy construction equipment and informs supervisors of operational problems affecting project time schedules
- Ensures Hoisting Engineers perform routine maintenance including checking oil and lubricating moving parts at regularly scheduled intervals for efficient performance of equipment ; schedules equipment for repairs and maintenance at a service garage
- Supervises Hoisting Engineers assigned to operate mobile cranes, requiring a Crane Operator's license, to lift materials and other heavy objects at a work site
- Implements safety work procedures and practices to minimize employee accidents and promote a safe work environment; prepares accident and injury reports
- Approves time off requests, conducts performance evaluations; and initiates and enforces disciplinary actions
- Prepares productivity and work activity 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

- Successful completion of a US Department of Labor registered Operating Engineer apprenticeship training program and journeyman status, plus two years of journey level operating/hoisting engineer work experience, or an equivalent combination of education, training and experience

Licensure, Certification, or Other Qualifications

- A commercial driver's license (CDL) as issued by the State of Illinois
- Positions supervising staff operating mobile cranes must possess a Crane Operator's license as issued by the City of Chicago

WORKING CONDITIONS

- 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

- Some lifting (up to 35 pounds) is required
- Physical ability to operate various heavy equipment and machinery
- Physical ability to access cabs of heavy construction equipment

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
- use of safety equipment and protective gear

Some knowledge of supervisory methods, practices and procedures

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
- 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

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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
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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

Date: December, 2012