



Code: 9531
Family: Construction, Maintenance, and Skilled Labor
Service: Labor
Group: Non-Competitive
Series: Unskilled Labor

CLASS TITLE: SHOP LABORER

CHARACTERISTICS OF THE CLASS

Under supervision, perform unskilled manual labor at the main and annex fleet management service garage facility located at 31st and Sacramento, and performs related duties as required

ESSENTIAL DUTIES

- Cleans, sweeps and power washes facility areas including garage and shop floors, storage areas and parking lots yards using high pressure washers, scrubbers, de-greasers, and commercial cleaning solvents
- Cleans out and removes debris from the inside bodies and mechanical parts of trucks (e.g. refuse trucks, dump trucks)
- Cleans outside areas of facility, picking up debris and loading garbage into dumpsters, refuse trucks and scrap bins
- Uses prescribed environmental safety procedures in disposing of liquid waste and vehicle fluids
- Cuts grass and removes weeds using lawn mowers and weed whackers
- Operates snow blowers and uses shovels to remove and clean snow and ice from walkways and other areas around the facility; spreads salt
- Loads and unloads deliveries of supplies, materials and equipment
- Uses a hand jack and pallets to move and distribute materials and supplies to designated locations; re-stocks shelves with parts and materials on shop floor
- Assists skilled trades personnel in shop with lifting, moving and performing other labor duties
- Maintains equipment used in cleaning facilities in good operating condition
- Prepares daily 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

- Willingness and ability to perform the duties of the job

WORKING CONDITIONS

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

EQUIPMENT

- Manual tools (e.g., shovels, brooms, hand tools, hand jacks)
- Personal protective equipment (e.g., shoes, safety glasses, gloves, vest, pads)
- Powered and manual cleaning equipment (e.g., snow blowers, lawn mowers, power hoses, mops, brooms, scrubbers)

PHYSICAL REQUIREMENTS

- Lifting and carrying (up to 50 pounds) is required
- Ability to stand and walk for extended or continuous periods of time
- Ability to operate applicable hand tools and power equipment

KNOWLEDGE, SKILLS, ABILITIES, AND OTHER WORK REQUIREMENTS

Knowledge

Some knowledge of:

- equipment and materials specific to service garage maintenance and grounds keeping
- applicable safety principles, practices, and procedures
- use of safety equipment and protective gear

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

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

Other Work Requirements

- 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

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.