



Code: 5063

Family: Construction, Maintenance, and Skilled Labor

Service: Operation and Construction

Group: Electrical and Mechanical

Series: Electrical Construction and Maintenance

CLASS TITLE: FOREMAN OF LAMP MAINTENANCE WORKER

CHARACTERISTICS OF THE CLASS

Under supervision, supervises a crew assigned to clean and perform minor and standard repairs on traffic signals, street and alley lighting equipment, and performs related duties as required

ESSENTIAL DUTIES

- Prepares work plans detailing job requirements, manpower, and materials used and man hours needed to complete jobs
- Makes daily work assignments, ensuring the efficient use of manpower and resources
- Inspects work in progress to ensure adherence to installation plans, departmental standards, and safety procedures
- Prepares purchase requisitions to order materials and equipment needed by staff to complete jobs
- Directs crews engaged in minor and standard repairs on traffic light equipment by replacing visors, lenses, reflectors, and other related fixtures and parts
- Supervises the washing and cleaning of refractors, lenses and street lamps using various cleaning materials
- Coordinates work assignments with Street Light Repairman in the repair of street light equipment, providing needed tools and following directions to assist in trouble shooting circuits and making minor repairs
- Authorizes completed work ensuring compliance with project specifications and quality standards
- Trains staff on operational and safety procedures
- Maintains records and prepares work activity reports
- Participates in street lamp maintenance work replacing burn out, broken or defective head lamps on street and alley light equipment
- Ensures work trucks are properly loaded and unloaded with required equipment and tools and that barricades and safety cones are appropriately placed
- Ensures that work sites are cleaned when jobs are completed

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 in the maintenance and minor repair of electrical lighting equipment

Licensure, Certification, or Other Qualifications

- A valid State of Illinois driver's license is required
- Must have the permanent use of an automobile that is properly insured, including a clause specifically insuring the City of Chicago from accident liability

WORKING CONDITIONS

- Exposure to outdoor weather conditions
- Work performed using a bucket on a lift truck
- Work performed at great heights with the use of safety belts (i.e. approximately 18 feet above ground for traffic signal poles and approximately 36 feet above ground from street and alley light poles)

EQUIPMENT

- Hand tools (e.g., hammer, screwdriver, wrench, pliers)
- Personal protective equipment (e.g., hard hat, shoes, glasses, gloves, vest, pads and other safety clothing)
- Safety devices or equipment (e.g., cones, barricades)
- Electrical testing and monitoring equipment
- Ladders

PHYSICAL REQUIREMENTS

- Substantial lifting (up to 70 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 operate applicable hand tools, power tools, and equipment
- Ability to tolerate heights while working

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

Moderate knowledge of:

- *basic principles of electrical circuits and lighting equipment
- *use of safety equipment and protective gear
- street light equipment and materials
- repair and maintenance procedures applicable to street light maintenance
- applicable emergency operations
- applicable safety and code standards specific to traffic signals and street light maintenance, including OSHA standards

Some Knowledge of:

- supervisory methods, practices and procedures

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

Other knowledge as required for successful performance in the Lamp Maintenance Worker class

Skills

- *ACTIVE LEARNING - Understand the implications of new information for both current and future problem-solving and decision-making

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- *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
 - TROUBLESHOOTING - Determine causes of operating errors and decide what to do about it
- Other skills as required for successful performance in the Lamp Maintenance Worker 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
- RECOGNIZE PROBLEMS - Tell when something is wrong or is likely to go wrong
- RECOGNIZE SPATIAL ORIENTATION - Know one's location in relation to the environment or to know where other objects are in relation to one's self

Other abilities as required for successful performance in the Lamp Maintenance Worker class

Other Work Requirements

- INITIATIVE - Demonstrate willingness to take on job challenges
- 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

Other characteristics as required for successful performance in the Lamp Maintenance Worker 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

December, 2010
(Minimum qualifications revised: April, 2014)