



**Code: 7634**

Family: Construction, Maintenance, and Skilled Labor  
Service: Operation and Construction  
Group: Steam and Operation Engineering  
Series: Standard Operating Engineer

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## **CLASS TITLE: FOREMAN OF HOISTING ENGINEERS – MECHANICS**

### **CHARACTERISTICS OF THE CLASS**

Under general supervision, supervises Hoisting Engineer – Mechanics engaged in the repair and maintenance of heavy vehicle and off-road equipment including excavators, hi-lifts, and other construction equipment at service garages or in the field, and performs related duties as required

### **ESSENTIAL DUTIES**

- Supervises the work of Hoisting Engineer – Mechanics assigned to diagnose components and repair, replace, and maintain engines and hydraulic, transmission and electrical systems on heavy vehicle and off-road equipment including excavators, hi-lifts, backhoes, and truck cranes
- Schedules and oversees preventative maintenance checks on equipment and the servicing of fuel, brake, engine, and transmission systems to ensure optimal performance and safety of equipment
- Monitors mechanics conducting diagnostic tests and assessing reported problems and malfunctions to ensure proper diagnostic evaluation of electrical, hydraulic, and other component malfunctions and their repair or replacement
- Inspects repairs of heavy equipment to assess quality and workmanship of completed repairs before equipment is returned to the field
- Monitors and observes work operations in garage facility/ service shop to ensure mechanics follow established safety work rules and procedures
- Assists in the diagnosing and troubleshooting of complex mechanical, electrical, hydraulic, and electronic problems
- Studies specifications, manuals, and schematics to determine parts and service required for repair of specialized heavy equipment
- Reviews and approves requisitions for the ordering of materials and parts
- Prepares manpower and material cost estimates for repair jobs as requested by management
- Reviews work orders entered into the department's repair tracking system to ensure man hours and materials used are properly documented for repair jobs
- Oversees the maintenance of service shop equipment, tools, and machinery
- Monitors employee time records, evaluates work performance, and initiates disciplinary actions as needed
- Maintains work records and maintains productivity records

**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 – Heavy Equipment Technician apprenticeship training program and journeyman status, PLUS two years of journey level work experience in the repair and maintenance of heavy duty/off-road

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equipment AND the diagnoses and repair of electronic fuel injection systems; 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 is required

**WORKING CONDITIONS**

- Exposure to loud noise, fumes, or dust, oily or wet environment
- Exposure to hazardous conditions (e.g. heavy machinery)

**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)
- Personal protective equipment (e.g., hard hat, shoes, glasses, gloves, vest, pads)
- Standard tools and equipment used in servicing heavy off-road equipment (e.g. power tools, welding equipment, hand tools)
- Computerized testing and diagnostic equipment (e.g. computerized engine analyzers)
- Jacks and hoists

**PHYSICAL REQUIREMENTS**

- Ability to walk and stand 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 operate applicable hand tools, power tools, and equipment

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

Considerable knowledge of:

- \*repair and preventative maintenance procedures applicable to heavy vehicles and mobile heavy equipment
- \*safety procedures and practices applicable to the repair and maintenance of heavy vehicles and mobile heavy equipment
- \*diagnostic computers used in diagnosing components in heavy vehicles and mobile heavy 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

Other knowledge as required for successful performance in the Hoisting Engineer–Mechanic class

**Skills**

- \*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

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- \*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
  - \*MANAGEMENT OF MATERIAL RESOURCES - Obtain and see to the appropriate use of equipment, facilities, and materials needed to do certain work
  - \*COORDINATION WITH OTHERS - Adjust actions in relation to others' actions
  - \*REPAIRING - Repair machines or systems using the needed tools
  - TROUBLESHOOTING - Determine causes of operating errors and decide what to do about it
- Other skills as required for successful performance in the Hoisting Engineer - Mechanic 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
- RECOGNIZE PROBLEMS - Tell when something is wrong or is likely to go wrong

Other abilities as required for successful performance in the Hoisting Engineer – Mechanic 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 Hoisting Engineer- Mechanic 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  
November, 2021